



CITY OF BARABOO COMMON COUNCIL AGENDA

Council Chambers, 101 South Blvd., Baraboo, Wisconsin

Tuesday, October 22, 2019, 7:00 P.M.

Regular meeting of the Common Council, Mayor Mike Palm presiding.

Notices sent to Council members: Wedekind, Kolb, Plautz, Sloan, Petty, Ellington, Alt, Kierzek, and Thurow

Notices sent to City Staff and Media: Atty. Truman, Adm. Geick, Clerk Zeman, Finance Director Haggard, City Engineer Pinion, Utility Super. Peterson, Street Super. Gilman, Police Chief Schauf, Parks & Recreation Dir. Hardy, City Treasurer Laux, Fire Chief Kevin Stieve, Library Director Jessica Bergin, CDA Director, the News Republic, WBDL, and 99.7FM, Todd Greenwood, Allison Goetz

Notices sent to other interested parties: Citizen Agenda Group, Media Agenda Group, Shelley Mordini

1. **CALL TO ORDER**

2. **ROLL CALL AND PLEDGE OF ALLEGIANCE**

3. **APPROVAL OF PREVIOUS MINUTES** (*Voice Vote*): October 8, 2019

4. **APPROVAL OF AGENDA** (*Voice Vote*):

5. **COMPLIANCE WITH OPEN MEETING LAW NOTED**

6. **PRESENTATIONS** (*None Scheduled*)

7. **PUBLIC HEARINGS** The Mayor announces that this is the published date and time to hear public comment concerning: (*None Scheduled*)

8. **PUBLIC INVITED TO SPEAK** (*Any citizen has the right to speak on any item of business that is on the agenda for Council action if recognized by the presiding officer.*)

9. **MAYOR'S BUSINESS**

- The Mayor would like to congratulate the following staff on their November anniversaries:
 - Todd Greenwood, Public Works – 10 years
 - Allison Goetz, Police Dept. – 20 years

10. **CONSENT AGENDA** (*Roll Call*)

CA-1...Approve the accounts payable to be paid in the amount of \$_____

CA-2...Approve appointment of Shelley Mordini to Park & Recreation Commission to fill the unexpired term of Mary Mjelde, serving until July 31, 2020.

CA-3...Approve the 3rd Qtr. 2019 Budget Amendments.

CA-4...Approve the Taxi Operating and Capital Assistance grant application for 2020 and the 2020 Lease Agreement.

11. **ORDINANCES ON 2ND READING**

SRO-1...Approve revising Ordinance §25.10(i)(4) pertaining to bond amounts for Animal at Large violations.

12. **NEW BUSINESS - RESOLUTIONS**

NBR-1...Approve an Inclusion Policy for Parks, Recreation and Forestry Department facilities and programs.

NBR-2...Approve a contract for \$19,190 with Dirt Monkey Excavating for the demolition of the old waterworks garage in Maxwell-Potter Conservancy, with the additional funds over budget (\$6,690) allocated from the Park Impact Land Improvement Fund.

NBR-3...Resolution Authorizing the Issuance and Sale of \$1,255,000 Taxable General Obligation Refunding Bonds, Series 2019A.

NBR-4...Approve applications for funds from the City's Alma Waite Fund for the fiscal year 2020 totaling \$19,000.

13. **COMMITTEE OF THE WHOLE**

Moved by _____, seconded by _____, to enter Committee of the Whole to discuss the Preliminary FY 2020 Budget.

Moved by _____, seconded by _____ to reconvene into regular session.

Consider action on Preliminary FY 2020 Budget.

14. **NEW BUSINESS – ORDINANCES**

NBO-1... Consider Ordinance creating a Street Light System Charge.

NBO-2... Consider Ordinance creating a Vehicle Registration Fee.

NBO-3...Consider amending Section 2.08 of the Baraboo Municipal Code to create a base salary for Alderperson's of \$400/month.

15. **ADMINISTRATOR AND COUNCIL COMMENTS** *(Comments are limited to recognition of City residents and employees, memorials, and non-political community events. Discussion of matters related to governmental business is prohibited.)*16. **REPORTS, PETITIONS, AND CORRESPONDENCE** - The City acknowledges receipt and distribution of the following:

- **Reports:**

- September 2019 – Treasurer
- 3rd Qtr. 2019 Taxi Financial Statement
- 3rd Qtr. 2019 Financial Statement

- **Minutes from the Following Meetings:**

Copies of these meeting minutes are included in your packet:

Finance/Personnel	10-8-19	Administrative	10-7-19
UW Campus	9-19-19	BID Parking	9-17-19
BEDC	10-3-19		

Copies of these meeting minutes are on file in the Clerk's office:

Library Building & Grounds	9-17-19	Friends of Library	10-1-19
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- **Petitions and Correspondence Being Referred:** None

17. **ADJOURNMENT** *(Voice Vote)*

October 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
20	21	22	23	24	25	26
	SCDC PFC	Finance Council		Emergency Mgt.		
27	28	29	30	31	1	2
	Public Safety		Ambulance	Halloween Public Arts		

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November 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	1	2
3	4	5	6	7	8	9
	Administrative	CDA				
10	11	12	13	14	15	16
	Veterans Day City Offices OPEN Park & Rec	Finance Council				
17	18	19	20	21	22	23
	SCDC PFC	Plan Library	BID	UW Campus Public Arts Emergency Mgt.		
24	25	26	27	28	29	30
	Public Safety	Finance Council	Ambulance	Thanksgiving Day City Offices CLOSED	Thanksgiving Holiday City Offices CLOSED	

PLEASE TAKE NOTICE - Any person who has a qualifying disability as defined by the Americans with Disabilities Act who requires the meeting or materials at the meeting to be in an accessible location or format should contact the City Clerk at 101 South Blvd., Baraboo, WI or phone (608) 355-2700 during regular business hours at least 48 hours before the meeting so reasonable arrangements can be made to accommodate each request.

Council Chambers, Municipal Building, Baraboo, Wisconsin
Tuesday, October 8, 2019 – 7:00 p.m.

Mayor Palm called the regular meeting of Council to order.

Roll call was taken.

Council Members Present: Wedekind, Kolb, Plautz, Sloan, Petty, Ellington, Alt, Kierzek, Thurow

Council Members Absent:

Others Present: Chief Schauf, Clerk Zeman, Adm. Geick, Atty. Truman, C. Haggard, J. Bergin, T. Pinion, Dana Sechler, M. Hardy, L. Laux, members of the press and others.

The Pledge of Allegiance was given.

Moved by Wedekind, seconded by Kolb and carried to approve the minutes of September 21, 2019 & September 24, 2019.

Moved by Ellington, seconded by Alt and carried to approve the agenda.

Compliance with the Open Meeting Law was noted.

PRESENTATIONS *(None Scheduled)*

PUBLIC HEARINGS *(None Scheduled)*

PUBLIC INVITED TO SPEAK

Kilton Holmes spoke in favor of hiring Kennie Downing.

MAYOR'S BUSINESS – None.

CONSENT AGENDA

Resolution No. 19-97

THAT the Accounts Payable, in the amount of \$ 523,839.73 as recommended for payment by the Finance/Personnel Committee, be allowed and ordered paid.

Resolution No. 19-98

THAT the City Clerk be authorized to issue the following Picnic Licenses:

- Downtown Baraboo, 11-22-2019
- Friends of the Baraboo Zoo, 10-10-2019

Resolution No. 19-99

THAT the City Clerk be authorized to issue the following Operator's Licenses:

- Kristin Calkins, Baraboo Burger Company (New)
- Heather Statz, Baraboo Burger Company (New)
- Brandy Storandt, Bumps Bar (New)
- Alyssa Lokken, Bumps Bar (New)
- Matthew Knapton, Baraboo Burger Company (New)
- Rhiannon Wilks, Thunderbird Lanes (New)
- James Greenwood, Al Ringling Theatre (New)
- Donna Zant, Casey's (New)
- Megan Miller, Baraboo Burger Company (Renewal)

- Lnysey Ragenoski, Baraboo Burger Company (Renewal)
- Jami Olson, United Cooperative (Renewal)
- Emily Edge, Rogues & Ruffians Renaissance Faire (Temp)
- Richard Tullis, Rogues & Ruffians Renaissance Faire (Temp)
- Samantha Brunker, Wine Walk (Temp)
- Tiffany Opperman, Wine Walk (Temp)
- Elizabeth Hansen, Wine Walk (Temp)
- Amy Millie, Wine Walk (Temp)
- Karmen Lindner, Wine Walk (Temp)

Moved by Petty, seconded by Wedekind and carried that the Consent Agenda be approved-9 ayes.

ORDINANCES ON 2ND READING

Moved by Ellington, seconded by Sloan and carried unanimously to approve the 2nd reading of **Ordinance No. 2530** approving the PUD (Planned Unit Development) for Karla and Josh Reinhardt to convert property formerly D&S Dental Lab to a Family Day Care Center located at 1208 9th Street.

Moved by Wedekind, seconded by Petty and carried unanimously to approve the 2nd reading of **Ordinance No. 2531** creating Ordinance §7.09(20)(a)(1) relating to a parking restriction in the Municipal Parking Lot located on the southeast corner of 5th Avenue and Birch Street.

Moved by Alt, seconded by Ellington and carried unanimously to approve the 2nd reading of **Ordinance No. 2532** revising Ordinance §7.02(2)(b)2 to provide for no parking any time on the north side of 9th Avenue between Oak Street and Birch Street.

Moved by Wedekind, seconded by Kolb and carried unanimously to approve the 2nd reading of **Ordinance No. 2533** adopting an ordinance requiring gun shops to have a video surveillance system.

NEW BUSINESS – RESOLUTIONS

Resolution No. 19-100

WHEREAS, the City has been informed of the desire of an anonymous donor to donate two million five hundred thousand dollars (\$2,500,000) to the Baraboo Public Library conditioned upon the following:

1. That the donor be kept anonymous until the Library Board and the City Council both agree to the terms of the donation, and
2. That the name of the Baraboo Public Library be changed to the “Carnegie-_____ Memorial Public Library;” and

WHEREAS, the Library Board of Trustees agreed to the terms of the donation at the September 17, 2019, regular Library Board meeting; and

WHEREAS, because the donation will be a gift to the Library, the Common Council does not require a formalized agreement between the City and the donor for the Library to accept the gift; and

WHEREAS, the Common Council gratefully and with appreciation gives its approval,

acknowledging the limited legal implications associated therewith, of the Library's acceptance of the donation with the conditions so stated.

NOW, THEREFORE, BE IT RESOLVED that the Common Council hereby joins the Library Board of Trustees in agreeing to the terms associated with the Library's acceptance of a two million five hundred thousand dollar (\$2,500,000) donation that has been offered to the Library.

Moved by Petty, seconded by Wedekind and carried that **Resolution No. 19-100** be approved-9 ayes.

Resolution No. 19-101

That the City of Baraboo award the Shared Ride Taxi Service contract, once received and approved to form by the City Attorney, to Abby Vans, Inc. The hourly service rates are as follows:

Year 2020: \$29.30 (Base Period 1 of 2)
Year 2021: \$29.30 (Base Period 2 of 2)
Year 2022: \$29.59 (Option Year 1)
Year 2023: \$29.89 (Option Year 2)
Year 2024: \$30.19 (Option Year 3)

That the taxi vehicles owned by the City of Baraboo be leased to Abby Vans, Inc. for the term of the contract.

Moved by Kolb, seconded by Wedekind and carried that **Resolution No. 19-101** be approved-9 ayes.

Resolution No. 19-102

THAT the Mayor and City Clerk are hereby authorized to execute a time and expense Agreement with MSA Professional Services, Inc. for annual monitoring at the former City Landfill in the amount of \$16,230 per year for the next three years, 2020 through 2022.

Moved by Petty, seconded by Kolb and carried that **Resolution No. 19-102** be approved-9 ayes.

Resolution No. 19-103

NOW, THEREFORE, BE IT RESOLVED that the Common Council hereby authorizes the Mayor and City Clerk to execute the attached City Administrator Position – Employment Agreement between the City of Baraboo and Kennie Downing upon the passage of this Resolution.

Moved by Wedekind, seconded by Kolb and carried that **Resolution No. 19-103** be approved-9 ayes.

Resolution No. 19-104

BE IT RESOLVED that the Common Council hereby authorizes the Mayor and City Clerk to execute the attached City of Baraboo and Three Amigos Property Management, LLC, Pre-Development Agreement upon the passage of this Resolution.

Moved by Ellington, seconded by Alt and carried that **Resolution No. 19-104** be approved-9 ayes.

NEW BUSINESS - ORDINANCES

Moved by Kolb, seconded by Petty and carried unanimously to approve the 1st reading of **Ordinance**

No. 2534 revising Ordinance §25.10(i)(4) pertaining to bond amounts for Animal at Large violations.

THE COMMON COUNCIL OF THE CITY OF BARABOO, WISCONSIN, DO ORDAIN AS FOLLOWS:

1. That Section 25.10(i)(4) of the Municipal Code of the City of Baraboo is hereby amended as follows:
 - (4) Dog or cat at large violations: (§12.13(7)(c), & 9.09 Code) (1719 01/18/94, 2072 01/22/2002)
 - First Offense: \$10.00.
 - Second Offense by same person within 12 months of occurrence date of first offense: \$50.00
 - Third Offense by same person within 12 months of occurrence dates of two prior offenses: \$75.00.
 - Fourth and subsequent violation by same person within 12 months of occurrence dates of prior offenses: \$80.00..
2. Effective Date. The requirements of this ordinance shall go into effect on the date of passage by the Common Council.

COMMITTEE OF THE WHOLE

Moved by Ellington, seconded by Alt to convene as a Committee of the Whole to discuss the following:

- Mayor's Budget Message
The Mayor noted that department heads significantly reduced their requested budget items, leaving us with a shortfall of about \$245,234. Because we don't want to be at a point that could affect our essential services, one of our options is raising revenue.
- Finance Director C. Haggard presented the City's current debt capacity
For 2020, there is \$2,772,000 in proposed new debt. Ald. Plautz question the repairs to the Fire Station and Adm. Geick noted that the numbers included are a basic estimate. They did meet with the State Building Inspector to discuss the different options. By the end of the month, they should be prepared to make some additional recommendations for the fire station.

C. Haggard also noted that the borrowing for street projects is \$1.5M for every two-year project schedule.

- Review the proposed 2020 Street Reconstruction Projects, to include Alleys, and Sidewalks
The Mayor and Council reviewed the list of reconstruction projects for 2020.
- Preliminary Budget Summary
The Mayor noted the projected Fund Balance, the Levy, and the assumptions used for the 202 budget.

Dana Sechler explained that the original estimate increase of \$27 per capita was based on a budget that did not include several items such as any vehicle replacement. He feels that in the past they have always run a very lean budget, there has never been any additional funds to build up the reserves. The Ambulance Commission asked about the opportunity to increase the reserves. Based on the numbers presented to the Ambulance Commission, they agreed to compromise with an average increase of \$30 per capita, which results in about \$132,000

being set aside for next year to be put into one of the reserve funds.

Ald. Petty noted that historically, over the past few years, the BDAS has tried to run a fairly lean budget. Over the course of the past few years they have been fortunate enough to get a few grants to purchase some ambulances; however, those grants don't always come along and can be far and few between. Their auditors have noted that they should have about 25% operating costs in an undesignated fund balance. The increase is two-fold in that it will allow for a reserve account and reserve fund for vehicle replacement and allows for some financial catch-up.

Ald. Sloan agreed that the ambulance has been running a lean budget for the past few years and feels that the only way for the ambulance to not run out of money is to levy more.

Ald. Kolb questioned if some of this is uncollectible debt. How much was uncollectible vs uncollected? D. Sechler explained that some debt is considered accepting assignment and the balance of this debt is written off as it is uncollectible. The other debt is forwarded to secondary billings or the individual themselves. D. Sechler does not believe the \$30 increase includes this uncollected debt.

Ald. Kolb also questioned the Cost of Living increase for the ambulance employees. D. Sechler noted that the budget includes a 3% wage increase for 2020. He also explained that there is a staffing shortage of health care workers and in order to retain employees, the wage increase is needed.

Mayor Palm commented that the department heads for the City were required to make some cuts to their budget. The City is capped by state law in what we can levy. It's difficult to have an agency that we rely on for services to be able to come in and request any levy. We are still experiencing a substantial imbalance in our budget and yet the ambulance is requesting an additional \$36,000.

Ald. Sloan questioned what will happen next year with a library that is triple the size of the current library? What are our priorities?

- Update on additional revenue sources as previously directed by Council:
 - a. Special charge for street lighting
 - b. Vehicle Registration Fee
 - c. Premier Resort Tax

The Mayor noted that the Street Lighting and Vehicle Registration fee can be implemented for the 2020 budget. The premier resort tax is also an option but at this time, there are still some questions regarding this and will take longer to develop.

The Street Light Charge should raise \$144,000 and the Vehicle Registration Fee is expected to generate \$187,500. Both of these revenues will offset the budget shortfalls. The Street Light Charge could be included on the quarterly utility bill or as a special charge on the property taxes.

Ald. Kolb would like to see more information on the Premier Resort Tax because this would spread the revenue that we need across the tourist class, which the other two revenue sources do not. He could go along with the Vehicle Registration Fee and Street Light Charge if they were somehow tied to getting the Premier Resort Tax, then these would disappear.

Ald. Plautz requests the City move forward with the Premier Resort Tax. He would like to see a referendum on the April ballot.

Ald. Wedekind noted that in addition to the tourists paying the tax, City residents will be paying the tax year-round.

Moved by Petty, seconded by Wedekind to reconvene into regular session.

Moved by Wedekind, seconded by Ellington to implement Street Light Tax & Vehicle Registration Fee of \$20 per vehicle as discussed in Committee of the Whole. Amended by Kolb to include a sunset clause provision in the event that a Premier Resort tax is passed; amendment agreed to by both Wedekind and Ellington. Motion withdrawn; carried unanimously.

Moved by Wedekind, seconded by Ellington to implement the Street Light Tax pursuant to the conversation that was held during the Committee of the Whole, contingent upon approval of the proposed ordinance that the City Attorney will present to the Finance Committee for recommendation to Council. Motion carried; 1-Nay, Sloan

Moved by Wedekind, seconded by Ellington to implement the Vehicle Registration Fee of \$20/vehicle pursuant to the conversation that was held during the Committee of the Whole, contingent upon approval of the proposed ordinance that the City Attorney will present to the Finance Committee for recommendation to Council. Motion carried; 2-Nays, Sloan, Plautz

ADMINISTRATOR AND COUNCIL COMMENTS – None.

REPORTS, PETITIONS, AND CORRESPONDENCE

The City officially acknowledges receipt and distribution of the following:

- **Reports:** September, 2019 – Building Inspection, Airport
- **Minutes from the Following Meetings:**

Finance/Personnel Committee – Dennis Thurow Committee Room, #205

September 24, 2019

Members Present: Petty, Thurow, Sloan

Absent:

Others Present: Mayor Palm, Adm. Geick, E. Truman, B. Zeman, C. Haggard, M. Hardy, Rob Nelson

Call to Order –Ald. Petty called the meeting to order at 6:15 p.m. noting compliance with the Open Meeting Law. Moved by Sloan, seconded by Thurow to approve the minutes of September 10, 2019 and carried unanimously. Moved by Sloan, seconded by Thurow to approve the agenda. Motion carried unanimously.

Action Items

- a) **Accounts Payable** – Moved by Sloan seconded by Thurow to recommend to Council for approval of the accounts payable for **\$381,670.54**. Motion carried unanimously.
- b) **Approve the 2019-2020 Pierce Park Pavilion Lease with South Central Cyclones Hockey Club and waiving rent payments.** M. Hardy noted that this is an annual request for a 6 month lease that runs from October 15th, 2019 to April 14, 2020. Atty. Truman revised the lease to include the High School Hockey Team using the rink under this lease as well; allows the Cyclones Hockey to recoup their costs from the Hockey Team. Moved by Sloan, seconded by Thurow to recommend to Council for action. Motion carried unanimously.
- c) **Approve 2020 Parks & Recreation Seasonal Wage Rates** M. Hardy presented the 2020 seasonal rates and noted that the only changes for 2020 are increases to the Office Assist, Civic Center weekend maintenance, and the parks maintenance. Moved by Sloan, seconded by Thurow to recommend to Council for action. Motion carried unanimously.
- d) **Approve acceptance of \$25,000 from the Don Pierce family in exchange for the naming of field #5 at Pierce Park “Don Pierce Field”** M. Hardy explained that the Baraboo Thunder has been funding field #5; they were approached by the Pierce family with an offer of a \$25,000 donation for improvements to the field with the condition that the field is

named the "Don Pierce Field". This does meet the 1/3 donation policy requirement. Moved by Sloan, seconded by Thurow to recommend to Council for action. Motion carried unanimously.

- e) **Award a contract for Taxi Services to Abby Vans effective January 1, 2020.** C. Haggard explained that the shared ride taxi service will expire on December 31, 2019. Following the WI Dept. of Transportation guidelines, we did go out for RFP's. Because the technical score was so close, C. Haggard did not that she requested best and final offers from both vendors. Based on both the technical score and pricing, she is recommending Abby Vans for the 5 year agreement; 2 base years and 3 – 1 year options. Moved by Sloan, seconded by Thurow to recommend Abby Vans to Council for action. Motion carried unanimously.

Informational Items

- City Attorney's report on insurance claims – None.
- Review and discussion of rate of pay for the City's elected officials. Ald. Petty noted that he has brought this before the committee before and would like to bring this up for discussion again. He would like the committee to consider an increase of \$100 per month for elected alderpersons and would like to recommend increasing the Mayor's budget for attending events to \$3600. Ald. Petty feels this would allow the Mayor not use his own finances to attend public events on behalf of the City. The Mayor noted that the budget now includes a line item for this.

Adjournment – Moved by Sloan, seconded by Thurow and carried to adjourn at 6:34pm.

BARABOO BUSINESS IMPROVEMENT DISTRICT (BID) Promotions/Personnel Committee Meeting Sept. 17, 2019

Members Present: T. Wickus, S. Brunker, B. Stelling

Member Absent: L. Steffes, S. Fay

Call to Order: Chairman Wickus presided over the meeting, called it to order at 9:07 A.M., and noted compliance with the Open Meeting Law.

Minutes: Moved by, Stelling seconded by Brunker, and unanimously carried to approve the minutes of the April 9, 2019 meeting.

Agenda: Moved by Stelling seconded by Brunker, and unanimously carried to approve the agenda as published.

Old Business: None

New Business: Moved by, Fay seconded by Stelling to approve the following marketing items

Creation of Facebook posts and paid boosts to those posts along with Facebook Live posts

Book musicians for 5 Farmer's Market Saturdays starting 09/21/19.

Spend the remaining Image Advertising budget on a combination of a 4th qtr Billboard campaign and WI Public Radio.

2020 Promotions Budget (PROPOSED)

PROPOSED EXPENSES FOR PROMOTIONS

Downton Baraboo Light Parade	\$3,000.00
Downton Baraboo Holiday Advertising	\$2,000.00
Advertising DBI Event Coordinate Support	\$3,000.00
Devil's Lake Advertising	\$1,500.00
Farmer's Market	\$2,000.00
<u>Image Adv Campaign</u>	<u>\$9,000.00</u>
Total	\$20,500.00

Adjournment: Moved by Stelling, seconded by Brunker and unanimously carried to adjourn at 10:05 A.M.

BARABOO BUSINESS IMPROVEMENT DISTRICT (BID) BOARD OF DIRECTOR'S MTG. September 18, 2019

Members Present: S. Fay, N. Marklein Bacher, T. Wickus, S. Brunker, L. Steffes, B. Stelling

Members Absent: H. Kierzek, S. Byberg, T. Sloan

Others Noticed: Ed Geick

Call to Order: Sarah Fay presided over the meeting, called it to order at 5:51 PM and noted compliance with the Open Meeting Law.

Meeting Minutes:

Moved by Wickus, seconded by Brunker and unanimously carried to approve the minutes of August 21, 2019.

Agenda: Moved by Steffes, seconded by Wickus and unanimously carried to approve the agenda as published.

Reports of Officers and Committies

President:

- Lacey resigning from board at end of October and has a list of potential replacements. Potential replacement must be a building owner.

Appearance:

- Met for 2020 budget.

Parking:

- Met for 2020 budget; Retained new contractor for weed removal

Promotions:

- Met for 2020 budget; Discussed social media advertising; Booked musicians for 5 Saturdays of Farmers Markets; Discussed 4th quarter billboard campaign and public radio for 2019

New Business:

- Vouchers:

City of Baraboo	\$	319.58
Willy Deppe-Watering		2,275.00
Baker Tilly		1,600.00
Baraboo Area Chamber of Commerce-Branding Initiative		5,000.00
Farmer's Market – Misc.		63.69

TOTAL: \$ 9,258.27

Moved by Wickus, seconded by Stelling to approve vouchers and unanimously carried.

- **2020 Budget** – Approved budget as amended (See separate sheet) Moved by Wickus, seconded by Stelling.

1. **Next Meeting:** Wednesday, October 16, 2019 at 5:45pm, Committee Room #205.

Adjournment: Moved by Stelling, seconded by Steffes to adjourn at approximately 6:51 p.m.

Baraboo Economic Development Commission Meeting Minutes**September 5, 2019****I. Call to Meeting to Order and Note Compliance with Open Meeting Law**

Chair John Alt called the meeting to order at 5:30 PM at the Baraboo Municipal Building, room 205, 101 South Blvd., Baraboo, WI. The meeting was noticed in conformance with Wisconsin State Statutes regarding open meetings.

II. Roll Call

Present: Alt, Bowers, Ayar, Caflisch (5:33), Johnson, Mueller (5:35), Palm, Ryan, Taylor, Walczak, Wastlund, White
 Absent: Reppen
 Other: Ed Geick, Patrick Cannon

III. Approve Agenda

Motion to approve the agenda as presented
 Bowers (1); Taylor (2)
 Aye: All via voice vote
 Nay: None

IV. Approve Minutes

Motion to approve the minutes for August 1, 2019
 Palm (1); White (2)
 Aye: All via voice vote
 Nay: None

V. Public Comment

Introduction of new BEDC members Lori Mueller & Laura Walczak

Ms. Walczak gave a brief presentation on the economic benefit of having St. Clare Hospital in the community. She indicated that through a recent independent study, their employment of over 400 people has a total economic impact on the community totally over \$107,000,000. She further indicated that the continued use of the hospital is vital to the community as it serves as a large economic driver. While their main sources of revenue are from Medicare and Dean Health Plan, they continue to serve everyone.

VI. Old Business**a. Updates on Development Activities**

- Dr. Ayar indicated that everything is running well on campus, and that enrollment has a slight decline.
- Mr. Geick indicated the City is working with a potential developer for the 325 Lynn St. site. He also indicated that the City Council met to draft their upcoming goals for 2020. The Council still reviewing the Fire/EMS and Library capital requests. A special audit of the ambulance service has been authorized by the City Council.
- Ms. Mueller gave an update on the impact of the schools on the local economy. She also gave a brief update on the school enrollment and other relevant information.
- Mr. White that the SCDC is scheduling their Fall Forum for November 7, 2019. In addition, the SCDC Housing Postcard will be issued soon. He also gave an update on the Teacher Tours.

- Mayor Palm updated on Plan Commission items, 1208 9th St. has asked for a rezoning. Also, the application to rezone the Wild Apples site was denied. The Mayor also updated on the State transportation funding. And the City is looking at a city wide reassessment in the near future.
- Mr. Taylor said that bank is having a very good year.
- Ms. Caflisch updated on the Chamber activities and how the new staff is moving forward. They are looking at an Oktoberfest for 2020.
- Ms. Ryan updated the committee on their plans for renewable energy and how they are working with Alliant Energy. They are also looking to hold a panel discussion in the near future at the Library.

VII. New Business

a. Consideration and discussion of changing the date and time for the November 7, 2019 meeting

It was noted that the November meeting conflicts with the SCDC Fall Forum event. SCDC has asked that BEDC change the meeting night to allow for BEDC members to attend.

After reviewing the request, the Commission decided to cancel the November meeting to avoid having to reschedule.

Motion: To cancel the November, 2019 BEDC meeting

Taylor (1); Ayar (2)

Aye: All

Nay: None

VII. Update Partner Presentation Schedule

Mr. Bowers indicated that he will be looking to hold a meeting at the Clarion Hotel to see their renovations.

VIII. Commissioner and City Staff comments

Mayor Palm provided a recent article by the Wisconsin League of Municipalities outlining the State Budget.

IX. Adjournment

Motion to adjourn the meeting was made at 6:10 pm.

Wastlund (1); Taylor (2)

Aye: All via voice vote

Nay: None

• **Copies of these meeting minutes are on file in the Clerk's office:**

CDA	9-3-19	CDA Loan Review	9-20-19
Park & Recreation	8-12-19, 9-9-19	Library Board	9-17-19
Ambulance (Special)	7-24-19	Plan Commission	9-17-19

• **Petitions & Correspondence Being Referred:** None.

ADJOURNMENT

Moved by Wedekind, seconded by Kolb, and carried on voice vote, that the meeting adjourn at 8:42pm.

Brenda Zeman, City Clerk

CA – 1

RESOLUTION NO. 2019 -

Dated: October 22, 2019

The City of Baraboo, Wisconsin

<i>Background:</i>
Fiscal Note: (Check one) [] Not Required [] Budgeted Expenditure [] Not Budgeted
<i>Comments</i>

Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

THAT the Accounts Payable, in the amount of \$ _____ as recommended for payment by the Finance/Personnel Committee, be allowed and ordered paid.

Offered By: Consent

Approved by Mayor: _____

Motion:

Second:

Certified by City Clerk: _____

CA - 2

RESOLUTION NO. 2019 -

Dated: October 22, 2019

The City of Baraboo, Wisconsin*Background:***Fiscal Note: (Check one)** ☒ Not Required ☐ Budgeted Expenditure ☐ Not Budgeted
Comments

Resolved, by the Common Council of the City of Baraboo, confirms the Mayor's appointments as follows:

THAT, Shelley Mordini be appointed to the Baraboo Park & Recreation Commission to fill the unexpired term of Mary Mjelde, serving until July 31, 2020.

Offered By: Consent
Motion:
Second:

Approved by Mayor: _____
Certified by City Clerk: _____

RESOLUTION NO. 2019-

Dated: October 22, 2019

The City of Baraboo, Wisconsin**Background:**

City Ordinance 3.05, Changes in Budget states, "The amount of the tax to be levied or certified, the amounts of the various appropriations, and the purpose thereof shall not be changed after approval of the budget except by a 2/3 vote of the entire membership of the Council pursuant to §65.90(5), Wis. Stats. Notice of such transfer shall be given by publication within 10 days thereafter in the official City newspaper."

Therefore, the City is required to notify the citizenry through publication in the City's official newspaper about the supplemental budget amendments. The State Statute requires publication to happen within ten (10) days upon Council approval of said amendments.

The City's publication process is to identify budget amendments in the fiscal commentary section of resolutions when spending authorizations are granted. Therefore, the City Council could approve budget transfers as often as every meeting. The City satisfies the legal requirement of publication, by publishing budget amendments after the Finance Committee and Common Council approves the listing.

Fiscal Note: (check one) [] Not Required [X] Budgeted Expenditure [X] Not Budgeted

Comments: Budget amendments, that are budgetary transfers, are budgeted expenditures. Budget amendments, that are supplemental, are not budgeted. The 2019 City Budget provides for publishing amendments.

Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

That the following budget amendments are authorized:

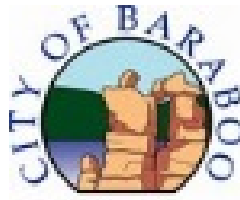
- 3rd Quarter, 2019 City-Wide Budget Amendments for \$390,087
- 3rd Quarter, 2019 Utility Budget Amendment for \$3,380

See attached memorandum and amendment schedules.

Offered by: Finance/Personnel Committee **Approved by:** _____
Mayor


Motion: _____

Second: _____ **Certified by:** _____
City Clerk



Finance Department Memorandum

To: Finance Committee

From: Cynthia Haggard, Director of Finance, 

Date: October 22, 2019

Re: Budget Amendments

Background:

City Ordinance 3.05, Changes in Budget states, “The amount of the tax to be levied or certified, the amounts of the various appropriations, and the purpose thereof shall not be changed after approval of the budget except by a 2/3 vote of the entire membership of the Council pursuant to §65.90(5), Wis. Stats. Notice of such transfer shall be given by publication within 10 days thereafter in the official City newspaper.”

Current:

Budget amendments are typically presented to the Finance/personnel Committee which are then forwarded to the Common Council for approval the same night. This process is a quarterly process.

Recommendation:

The Finance Director will continue to closely work with Department Heads and communicate budget amendments to the City's Finance/Personnel Committee and Common Council on a quarterly basis. The practice for the Library, Business Improvement District, Community Development, Baraboo-Dells Airport, Parks and Recreation, and UW-Baraboo/Sauk County is that their respective budget amendments will need to be presented to their Boards and/or Commissions before the amendments are presented to the City Council as part of the overall city-wide budget amendment process.

In order to make changes to the budget, a Notice and Resolution to Amend Budget must be adopted. The resolution must summarize the appropriation changes for each spending classification and identify from where the sources of funds are coming.

Two categories of budget amendments are identified:

1. Budgetary Transfers
2. Supplemental Budgets

Budgetary Transfers

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The budgetary transfer will have a source of funds of either 1) Reduction in Other Appropriation within Same Fund, or 2) Transfer from Other Fund.

Reduction in Other Appropriation within Same Fund - Essentially transferring budgeted and appropriated monies between spending category within same fund.

Transfer from Other Fund - A transfer consists of moving budgeted and appropriated monies from one or more spending categories in one fund to one or more spending categories in another fund.

Supplemental Budgets

A supplemental budget shall be adopted to account for revenues in excess of the budget and to authorize expenditures of additional funds. Whenever the City receives unanticipated revenues, or revenues not assured at the time of the adoption of the budget, a supplemental budget and appropriation shall be enacted to authorize the expenditure of these unanticipated funds. The supplemental budget will have a source of funds of either 1) Fund Balance Applied, or 2) New Revenue.

Fund Balance Applied – In this case, the City is utilizing available fund balance to cover actual net expenses exceeding revenues. This situation is caused by expenses coming in higher than budget, or revenues coming in lower than budget.

New Revenue – In this case, the City has received funds that were not planned and wishes to apply those funds to expenses in the current year - not in the original budget.

Attached:

1. 3rd Quarter, 2019 City-Wide Amendments
2. 3rd Quarter, 2019 Utilities Amendment

Common Council approved the following 2019 Budget Amendments at their **October 22, 2019** meeting:

Department	Account Number	Account Name	Original Budget	Increase/ (Decrease)	Amended Budget
Parks	100-52-46810-000	Timber Sales	3,330	732	4,062
				\$ 732	
ROW - Trees	100-52-53370-377-000	Trees, Seed, Sod	4,370	732	5,102
<i>To appropriate proceeds from timber sales for ROW trees</i>				\$ 732	
Fire	100-21-49310-000	Fund Balance Applied_Donations	1,542	3,400	4,942
				\$ 3,400	
Fire Protection	100-21-52200-346-400	Uniforms - Designated	5,360	3,400	8,760
<i>To appropriate restricted funds for cancer prevention hoods</i>				\$ 3,400	
General Government	430-10-49300-000	Fund Balance Applied	1,823,823	5,356	1,829,179
				\$ 5,356	
PS/Admin Building	430-11-59292-900-000	Cost Allocation	-	5,356	5,356
<i>To appropriate fund balance for display case at City Hall</i>				\$ 5,356	
Police	100-20-48500-400	Donations - Designated	-	222	222
Police	100-20-48500-480	Donations-Designate Prop/Equip	-	128	128
Police	100-20-49310-000	Fund Balance Applied-Desig	7,500	301	7,801
				\$ 651	
Police Department	100-20-52110-390-400	Other Supp & Exp - Designated	-	222	222
Police Department	100-20-52110-392-480	Small Equipment-Designated	-	429	429
<i>To appropriate restricted funds for PD supplies and small equipment</i>				\$ 651	
Fire	100-21-48500-400	Donations - Designated	3,818	1,661	5,479
Fire	100-21-49310-000	Fund Balance Applied_Donations	3,216	2,565	5,781
				\$ 4,226	
Fire Protection	100-21-52200-320-400	Pubs. Training. Dues - Designa	-	119	119
Fire Protection	100-21-52200-340-400	Operating - Designated	-	466	466
Fire Protection	100-21-52200-390-400	Other Exp - Designated	-	27	27
Fire Protection	100-21-52200-392-400	Small Equipment - Designated	-	3,614	3,614
<i>To appropriate restricted funds for FD supplies and small equipment</i>				\$ 4,226	
CDA General Expense	988-67-49300-000	Fund Balance Applied	-	105,000	105,000
General Government	100-10-49298-800	Transfer from TIF Incentive	-	105,000	105,000
General Government	100-10-43610-630	Payment for Municipal Services	89,425	127,000	216,425
				\$ 337,000	
CDA Property Additions	988-67-91150-900-000	Transfer to Primary Government	-	105,000	105,000
New Streets - Aidable	100-30-57330-821-000	Land or Land Improvements	-	105,000	105,000
New Streets - Aidable	100-30-57330-821-000	Land or Land Improvements	-	127,000	127,000
<i>To appropriate funds for Lake Street Project and Broadway&Washington Project Overrun</i>				\$ 337,000	
Police	100-20-48500-400	Donations - Designated	222	1,978	2,200
Police	100-20-49310-000	Fund Balance Applied-Desig	7,801	2,062	9,863
				\$ 4,040	
Police Department	100-20-52110-392-400	Small Equipment-Donations	-	4,040	4,040
<i>To appropriate funds for FB ERT helmets</i>				\$ 4,040	
Recreation	100-53-46750-231	Swimming Pool - Water Aerobics	2,700	275	2,975
				\$ 275	
Pool	100-53-55420-215-231	Prof Services - Water Aerobics	1,400	275	1,675
<i>To appropriate water aerobic revenue to instructor expense</i>				\$ 275	

City of Baraboo
2019 3rd Quarter Budget Amendments

Common Council approved the following 2019 Budget Amendments at their **October 22, 2019** meeting:

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Department	Account Number	Account Name	Original Budget	Increase/ (Decrease)	Amended Budget
Fire	420-21-49300-000	Fund Balance Applied	-	17,000	17,000
Police	490-20-48300-000	Sale of Assets	-	17,000	17,000
				<u>\$ 34,000</u>	
Fire Protection	420-21-52200-810-000	Vehicle Purchase	50,000	17,000	67,000
Police Department	490-20-52110-810-000	Vehicle Purchase	-	17,000	17,000
<i>To appropriate restricted funds for 2014 F150 from PD for Inspector</i>				<u>\$ 34,000</u>	
General Government	100-10-48400-000	Insurance Recoveries	-	407	407
				<u>\$ 407</u>	
Fire Protection	100-21-52200-346-000	Uniforms	22,520	407	22,927
<i>To appropriate insurance proceeds for bunker pants</i>				<u>\$ 407</u>	
			Net impact on all city-wide funds' budgets	<u>\$ 390,087</u>	
			Net impact on City's General Fund Only	<u>\$ 251,087</u>	

Published by the authority of the City of Baraboo.
 Cynthia Haggard, Finance Director

City of Baraboo
3rd Quarter Budget Amendments
Supplemental Budget

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General Fund

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds:		New Revenue			
Parks	100-52-46810-000	Timber Sales	(3,330)	(732)	(4,062)
				<u>\$ (732)</u>	
Use of Funds					
ROW - Trees	100-52-53370-377-000	Trees, Seed, Sod	4,370	732	5,102
				<u>\$ 732</u>	

To appropriate proceeds from timber sales for ROW trees

General Fund

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds:		Restricted Fund Balance Applied			
Fire	100-21-49310-000	Fund Balance Applied_Donations	(1,542)	(3,400)	(4,942)
				<u>\$ (3,400)</u>	
Use of Funds					
Fire Protection	100-21-52200-346-400	Uniforms - Designated	5,360	3,400	8,760
				<u>\$ 3,400</u>	

To appropriate restricted funds for cancer prevention hoods

Capital Projects

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds:		Fund Balance Applied			
General Government	430-10-49300-000	Fund Balance Applied	(1,823,823)	(5,356)	(1,829,179)
				<u>\$ (5,356)</u>	
Use of Funds					
PS/Admin Building	430-11-59292-900-000	Cost Allocation	-	5,356	5,356
				<u>\$ 5,356</u>	

To appropriate fund balance for display case at City Hall

General Fund

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds:		New Revenue			
Police	100-20-48500-400	Donations - Designated	-	(222)	(222)
Police	100-20-48500-480	Donations-Designate Prop/Equip	-	(128)	(128)
Source of Funds:		Restricted Fund Balance Applied			
Police	100-20-49310-000	Fund Balance Applied-Desig	(7,500)	(301)	(7,801)
				<u>\$ (651)</u>	
Use of Funds					
Police Department	100-20-52110-390-400	Other Supp & Exp - Designated	-	222	222
Police Department	100-20-52110-392-480	Small Equipment-Designated	-	429	429
				<u>\$ 651</u>	

To appropriate restricted funds for PD supplies and small equipment

General Fund

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds:		New Revenue			
Fire	100-21-48500-400	Donations - Designated	(3,818)	(1,661)	(5,479)
Source of Funds:		Restricted Fund Balance Applied			
Fire	100-21-49310-000	Fund Balance Applied_Donations	(3,216)	(2,565)	(5,781)
				<u>\$ (4,226)</u>	
Use of Funds					
Fire Protection	100-21-52200-320-400	Pubs. Training. Dues - Designa	-	119	119
Fire Protection	100-21-52200-340-400	Operating - Designated	-	466	466
Fire Protection	100-21-52200-390-400	Other Exp - Designated	-	27	27
Fire Protection	100-21-52200-392-400	Small Equipment - Designated	-	3,614	3,614
				<u>\$ 4,226</u>	

To appropriate restricted funds for FD supplies and small equipment

TIF Incentive Fund

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds:		Restricted Fund Balance Applied			
CDA General Expense	988-67-49300-000	Fund Balance Applied	-	(105,000)	(105,000)
Source of Funds:		New Revenue			
General Government	100-10-49298-800	Transfer from TIF Incentive	-	(105,000)	(105,000)
General Government	100-10-43610-630	Payment for Municipal Services	(89,425)	(127,000)	(216,425)
				<u>\$ (337,000)</u>	
Use of Funds					
CDA Property Additions	988-67-91150-900-000	Transfer to Primary Government	-	105,000	105,000
New Streets - Aidable	100-30-57330-821-000	Land or Land Improvements	-	105,000	105,000
New Streets - Aidable	100-30-57330-821-000	Land or Land Improvements	-	127,000	127,000
				<u>\$ 337,000</u>	

To appropriate funds for Lake Street Project and Broadway&Washington Project Overrun

General Fund

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds: New Revenue					
Police	100-20-48500-400	Donations - Designated	(222)	(1,978)	(2,200)
Source of Funds: Restricted Fund Balance Applied					
Police	100-20-49310-000	Fund Balance Applied-Desig	(7,801)	(2,062)	(9,863)
				<u>\$ (4,040)</u>	
Use of Funds					
Police Department	100-20-52110-392-400	Small Equipment-Donations	-	4,040	4,040
				<u>\$ 4,040</u>	
<i>To appropriate funds for FB ERT helmets</i>					

General Fund

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds: New Revenue					
Recreation	100-53-46750-231	Swimming Pool - Water Aerobics	(2,700)	(275)	(2,975)
				<u>\$ (275)</u>	
Use of Funds					
Pool	100-53-55420-215-231	Prof Services - Water Aerobics	1,400	275	1,675
				<u>\$ 275</u>	
<i>To appropriate water aerobic revenue to instructor expense</i>					

Fire Equipment Replacement

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds: Restricted Fund Balance Applied					
Fire	420-21-49300-000	Fund Balance Applied	-	(17,000)	(17,000.00)
Source of Funds: New Revenue					
Police	490-20-48300-000	Sale of Assets	-	(17,000)	(17,000.00)
				<u>\$ (34,000)</u>	
Use of Funds					
Fire Protection	420-21-52200-810-000	Vehicle Purchase	50,000	17,000	67,000
Police Department	490-20-52110-810-000	Vehicle Purchase	-	17,000	17,000
				<u>\$ 34,000</u>	
<i>To appropriate restricted funds for 2014 F150 from PD for Inspector</i>					

General Fund

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds: New Revenue					
General Government	100-10-48400-000	Insurance Recoveries	-	(407)	(407)
				<u>\$ (407)</u>	
Use of Funds					
Fire Protection	100-21-52200-346-000	Uniforms	22,520	407	22,927
				<u>\$ 407</u>	
<i>To appropriate insurance proceeds for bunker pants</i>					

City of Baraboo
3rd Quarter Budget Amendments
Budgetary Transfers

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General Fund

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds: Reduction in Other Appropriation within Same Fund					
Building Inspection	100-22-52400-215-000	Professional Services	20,000	(1,285)	18,715
				<u>\$ (1,285)</u>	
Use of Funds					
Building Inspection	100-22-52400-392-000	Small Equipment Purchase	-	1,285	1,285
				<u>\$ 1,285</u>	
<i>To transfer for laptop workstation for inspector</i>					

General Fund

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds: Reduction in Other Appropriation within Same Fund					
Street Maintenance	100-31-53300-376-000	Crack Filler	30,500	(8,450)	22,050
Street Maintenance	100-31-53300-379-000	Bitum. Matl - Patch	20,000	(1,550)	18,450
				<u>\$ (10,000)</u>	
Use of Funds					
Street Maintenance	100-31-53300-290-000	Other Contracted Services	-	10,000	10,000
				<u>\$ 10,000</u>	
<i>To transfer for spray patching</i>					

General Fund

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds: Reduction in Other Appropriation within Same Fund					
Economic Development	100-15-56710-290-000	Other Contracted Services	61,357	(3,500)	57,857
				<u>\$ (3,500)</u>	
Use of Funds					
Bridges	100-30-53330-270-000	Special Services	1,500	3,500	5,000
				<u>\$ 3,500</u>	
<i>To transfer Economic Development funds to paint the viaduct bridge</i>					

General Fund

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds: Reduction in Other Appropriation within Same Fund					
Police Department	100-20-52110-270-000	Special Services	35,000	(2,000)	33,000
				<u>\$ (2,000)</u>	
Use of Funds					
Police Department	100-20-52110-215-000	Professional Services	4,600	2,000	6,600
				<u>\$ 2,000</u>	
<i>To transfer funds to cover hiring/testing expenses</i>					

General Fund

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds: Reduction in Other Appropriation within Same Fund					
Fire Protection	100-21-52200-340-000	Operating Supplies	8,800	(800)	8,000
				<u>\$ (800)</u>	
Use of Funds					
Fire Protection	100-21-52200-310-000	Office Supplies	965	800	1,765
				<u>\$ 800</u>	

To transfer funds to cover additional office expense

General Fund

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds: Reduction in Other Appropriation within Same Fund					
Zoo	100-52-55410-260-000	Repair & Maint Serv-Buildings	7,700	(500)	7,200
				<u>\$ (500)</u>	
Use of Funds					
Zoo	100-52-55410-211-000	Veterinary Services	4,100	500	4,600
				<u>\$ 500</u>	

To transfer fund to cover veterinary expenses

General Fund

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds: Reduction in Other Appropriation within Same Fund					
Records & Support	100-20-52130-310-000	Office Supplies	4,000	(250)	3,750
Records & Support	100-20-52130-392-000	Small Equipment Purchase	1,050	(320)	730
				<u>\$ (570)</u>	
Use of Funds					
Records & Support	100-20-52130-250-000	Repair & Maint Serv-Equipment	33,450	570	34,020
				<u>\$ 570</u>	

To transfer funds to cover overage in software maintenance

General Fund

Department	Account Number	Account Name	Original Budget	25 of 102 Change	Amended Budget
Source of Funds:		Reduction in Other Appropriation within Same Fund			
Municipal Building	100-11-51640-910-000	Insurance Allocation	-	(8,800)	(8,800)
Police Department	100-20-52110-910-000	Insurance Allocation	87,898	(10,000)	77,898
Fire Protection	100-21-52200-910-000	Insurance Allocation	20,390	(4,371)	16,019
PW Operations	100-31-53230-910-000	Insurance Allocation	32,321	(7,000)	25,321
Machinery & Equipment	100-31-53240-910-000	Insurance Allocation	13,468	(1,800)	11,668
Garbage & Refuse	100-31-53620-910-000	Insurance Allocation	6,923	(1,200)	5,723
Parks	100-52-55200-910-000	Insurance Allocation	49,462	(6,300)	43,162
			<u>\$ (39,471)</u>		

Use of Funds

Municipal Building	100-11-51640-510-000	Insurance	11,377	1,225	12,602
Property Insurance	100-11-51931-910-000	Insurance Allocation	(57,743)	2,000	(55,743)
Worker's Compensation	100-11-51933-910-000	Insurance Allocation	(132,019)	35,600	(96,419)
Fire Protection	100-21-52200-510-000	Insurance	10,753	371	11,124
Building Inspection	100-22-52400-910-000	Insurance Allocation	194	75	269
City Services Facility	100-31-53270-910-000	Insurance Allocation	7,320	200	7,520
			<u>\$ 39,471</u>		

*Reallocate insurance to actual***General Fund**

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds:		Reduction in Other Appropriation within Same Fund			
Parks	100-52-55200-260-000	Repair & Maint Serv-Buildings	16,400	(550)	15,850
Zoo	100-52-55410-320-000	Publications. Training. Dues	1,130	(15)	1,115
Recreation	100-53-55300-320-000	Publications. Training. Dues	1,950	(386)	1,564
			<u>\$ (951)</u>		

Use of Funds

Parks	100-52-55200-220-000	Telephone	550	550	1,100
Zoo	100-52-55410-321-000	License & Fees	890	15	905
Recreation	100-53-55300-220-000	Telephone	400	250	650
Recreation	100-53-55300-340-075	Operating - Mini Camp	55	18	73
Recreation	100-53-55300-340-080	Operating - Soccer	200	68	268
Recreation	100-53-55300-340-100	Operating - Tennis	55	43	98
Recreation	100-53-55300-340-160	Operating - Visual Arts	320	7	327
			<u>\$ 951</u>		

To transfer funds to cover budget overages

General Fund

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds: Reduction in Other Appropriation within Same Fund					
PW Operations	100-31-53230-220-000	Telephone	1,000	(800)	200
Street Maintenance	100-31-53300-371-000	Bituminous Materials	28,473	(2,500)	25,973
Solid Waste Disposal	100-31-53630-390-000	Other Supplies & Expense	4,000	(550)	3,450
Weeds	100-31-53640-210-000	Publishing	800	(66)	734
					<u>\$ (3,916)</u>

Use of Funds

PW Operations	100-31-53230-220-000	Telephone	500	800	1,300
Street Maintenance	100-31-53300-371-000	Bituminous Materials	15,000	2,500	17,500
Solid Waste Disposal	100-31-53630-390-000	Other Supplies & Expense	-	550	550
Weeds	100-31-53640-210-000	Publishing	-	66	66
					<u>\$ 3,916</u>

To transfer fund to cover budget overages

UW Campus

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds: Reduction in Other Appropriation within Same Fund					
UW Campus	800-80-55600-260-000	Repair & Maint Serv-Buildings	85,825	(15,000)	70,825
				<u>\$ (15,000)</u>	
Use of Funds					
UW Campus	800-80-55600-215-000	Professional Services	-	15,000	15,000
				<u>\$ 15,000</u>	

to transfer funds for Master Plan Upgrade Services

Airport

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds:		Reduction in Other Appropriation within Same Fund			
Airport	630-35-53510-360-000	Repair & Maint - Buildings	3,500	(1,500)	2,000
Airport	630-35-53510-390-000	Other Supplies & Expense	2,500	(1,300)	1,200
Airport	630-35-53510-282-000	Lighting Repairs	3,100	(1,000)	2,100
Airport	630-35-53510-280-000	Repair & Maint Serv-Facilities	4,000	(2,000)	2,000
Airport	630-35-53510-251-000	Fuel Station Maintenance	2,200	(1,000)	1,200
Airport	630-35-53510-260-000	Repair & Maint Serv-Buildings	873	(700)	173
				<u>\$ (7,500)</u>	
Use of Funds					
Airport	630-35-53510-215-000	Professional Services	5,000	<u>7,500</u>	12,500
				<u>\$ 7,500</u>	

To transfer funds to cover audit services

General Fund

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds: Reduction in Other Appropriation within Same Fund					
Civic Center	100-52-55130-260-000	Repair & Maint Serv-Buildings	14,300	(22)	14,278
				<u>\$ (22)</u>	
Use of Funds					
Civic Center	100-52-55130-210-000	Publishing	-	22	22
				<u>\$ 22</u>	
to transfer funds for bid publication					

General Fund

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds: Reduction in Other Appropriation within Same Fund					
Street Maintenance	100-31-53300-365-000	Traffic Signal Parts	10,000	(1,648)	8,352
				<u>\$ (1,648)</u>	
Use of Funds					
Street Maintenance	100-31-53300-366-000	Barricades & Lights	152	1,648	1,800
				<u>\$ 1,648</u>	
To transfer funds for barricade legs					

General Fund

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds: Reduction in Other Appropriation within Same Fund					
Mapping & Engineering S	100-30-53100-310-000	Office Supplies	2,000	(595)	1,405
				<u>\$ (595)</u>	
Use of Funds					
Mapping & Engineering S	100-30-53100-250-000	Repair & Maint Serv-Equipment	-	275	275
Mapping & Engineering S	100-30-53100-210-000	Publishing	500	320	820
				<u>\$ 595</u>	
To transfer funds for equipment repair and publishing					

General Fund

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds: Reduction in Other Appropriation within Same Fund					
Street Maintenance	100-31-53300-392-000	Small Equipment Purchase	2,000	(147)	1,853
				<u>\$ (147)</u>	
Use of Funds					
Street Maintenance	100-31-53300-530-000	Rents and Leases	-	147	147
				<u>\$ 147</u>	
To transfer funds to rent 36" bucket & sod cutter					

General Fund

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds: Reduction in Other Appropriation within Same Fund					
Street Maintenance	100-31-53300-379-000	Bitum. Matl - Patch	18,450	(4,450)	14,000
				<u>\$ (4,450)</u>	
Use of Funds					
Street Maintenance	100-31-53300-371-000	Bituminous Materials	17,500	4,450	21,950
				<u>\$ 4,450</u>	
To transfer funds for hot mix over budget					

General Fund

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds: Reduction in Other Appropriation within Same Fund					
Street Maintenance	100-31-53300-340-000	Operating Supplies	5,000	(225)	4,775
				<u>\$ (225)</u>	
Use of Funds					
Street Maintenance	100-31-53300-377-000	Trees. Seed & Sod	-	225	225
				<u>\$ 225</u>	
To transfer funds for purchase of seed for Mill Race Project					

General Fund

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds: Reduction in Other Appropriation within Same Fund					
Parks	100-52-55200-340-000	Operating Supplies	9,799	(39)	9,760
				<u>\$ (39)</u>	
Use of Funds					
Parks	100-52-55200-319-000	Safety	600	39	639
				<u>\$ 39</u>	
To transfer funds for safety boots					

General Fund

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds: Reduction in Other Appropriation within Same Fund					
Zoo	100-52-55410-340-000	Operating Supplies	7,350	(854)	6,496
				<u>\$ (854)</u>	
Use of Funds					
Zoo	100-52-55410-392-000	Small Equipment Purchase	470	854	1,324
				<u>\$ 854</u>	
To transfer fund to purchase fridge at Zoo					

General Fund

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds: Reduction in Other Appropriation within Same Fund					
Zoo	100-52-55410-342-000	Animal Feed	21,000	(300)	20,700
				\$ (300)	
Use of Funds					
Zoo	100-52-55410-211-000	Veterinary Services	4,600	300	4,900
				\$ 300	
To transfer funds for vet bills					

General Fund

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds: Reduction in Other Appropriation within Same Fund					
Recreation	100-53-55300-320-000	Publications. Training. Dues	1,564	(140)	1,424
				\$ (140)	
Use of Funds					
Recreation	100-53-55300-340-160	Operating - Visual Arts	327	140	467
				\$ 140	
To transfer funds for visual arts supplies					

General Fund

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds: Reduction in Other Appropriation within Same Fund					
Recreation	100-53-55300-320-000	Publications. Training. Dues	1,564	(50)	1,514
				\$ (50)	
Use of Funds					
Forestry	100-52-56110-320-000	Publications. Training. Dues	911	50	961
				\$ 50	
To transfer funds for forestry training					

City of Baraboo
Utilities
3rd Quarter Budget Amendments
Budgetary Transfers

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Water Utility

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds:		Reduction in Other Appropriation within Same Fund			
Water Injuries and Damages	970-37-92500-510-000	Insurance	19,317.00	(3,380.00)	15,937.00
				<u>\$ (3,380.00)</u>	
Use of Funds					
Water Trans & Dist Expenses	970-37-66200-510-000	Insurance	757.00	45.00	802.00
Water Maintenance of Hydrants	970-37-67700-241-000	Repair & Maint Serv-Hydrants	17,250.00	3,265.00	20,515.00
Water Property Insurance	970-37-92400-510-000	Insurance	6,516.00	70.00	6,586.00
				<u>\$ 3,380.00</u>	

Transfer funds to cover budget overages

RESOLUTION NO. 2019-

Dated: October 22, 2019

The City of Baraboo, Wisconsin

Background: The City applies for funding to operate the City's taxi program each year. The funding provides approximately 2/3 of necessary funds to operate the taxi program with the remainder coming from patron fares. The City contracts with a local operator to manage and operate the taxi service and the City serves as the agent to apply for State and Federal funding which helps keep the cost of providing the service affordable to patrons.

Fiscal Note: (check one) [☒] Not Required [☐] Budgeted Expenditure [☐] Not Budgeted
Comments

Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

THAT the Mayor is hereby authorized to apply for the 2020 WisDOT Public Transit Assistance Program (PTAP) funding offered by the Federal and State for the City of Baraboo, and

THAT the Mayor is hereby authorized to apply for the 2020 Federal Section 5311 Operating and Capital (Formula Grants for Rural Areas) for the City of Baraboo, and

BE IT FURTHER RESOLVED that the Mayor and City Clerk are hereby authorized to execute the appropriate contracts on behalf of the City if the applications are approved.

Offered by: Finance/Personnel Committee **Approved by:** _____
 Mayor

Motion: _____

Second: _____ **Certified by:** _____
 City Clerk

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RESOLUTION NO. 2019 -

Dated: October 22, 2019

The City of Baraboo, Wisconsin

Background: This resolution seeks the approval of the proposed Parks, Recreation and Forestry Department Diversity and Inclusion Policy. The policy was developed to support the inclusion of all residents, visitors and participants, to better promote and maintain inclusion across all public spaces, facilities and programs managed by the Parks, Recreation and Forestry Department.

Activities included within this policy address better staff training and continual measurement of inclusive practices, along with communication within the community to support inclusion practices.

The policy was recommended by the Parks and Recreation Commission at their October 14 regular meeting.

Fiscal Note: ☒ **Not Required** ☐ **Budgeted Expenditure** ☐ **Not Budgeted**
Comments:

Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

THAT the Baraboo Parks, Recreation and Forestry Department Diversity and Inclusion Policy be adopted in an effort to better promote and maintain inclusive practices in the city's park and recreation facilities and programs.

Offered by: Parks Commission
Motion:
Second: Attest:

Approved: _____

To: Finance Committee/Council
From: Mike Hardy, Parks, Recreation & Forestry Director
Date: October 22, 2019
Re: Parks and Recreation Inclusion Policy

I began working on a similar policy a few years ago, returned to it last year, and finally had time to complete and submit for consideration. My original plan about 8 years ago was confined mostly to physical and cognitive disabled populations and better addressing our services to those who need it. Since then, we have added considerations for other populations as well, expanding the actions to be fully inclusive.

This current policy was designed to create a transparent practice in how the Department plans for facilities and programming in an effort to reach all residents and visitors on an equitable platform. Inclusion policies have been popular lately as our society looks to strengthen community relationships. We would like to join that vision that shows our commitment to provide park facilities and recreation programs that seek to involve everyone, regardless of race, sexual orientation/identity, socio-economic standing, physical or cognitive ability, age, etc.

In addition to passage of this policy, I intend to follow-up by creating an Inclusion Advisory Committee that will meet with me regularly to review our facilities and programs to ensure that we are following the goals of the policy and holding the department to high standards in the area of inclusion.

This policy will not only show our residents and visitors the level of our commitment to maintaining a diverse and inclusive environment, it will also show others of our commitment and assist in pursuing grants to achieve the goals of creating a more inclusive environment.

This policy has been reviewed by the City Attorney and recommended for approval by the Parks and Recreation Commission at their October 14th meeting.

PARKS, RECREATION AND FORESTRY DEPARTMENT POLICY	TITLE: Diversity and Inclusion Policy	
APPROVED BY: Parks and Recreation Commission	DATE APPROVED:	DATE AMENDED:
POLICY AUDIENCE: Parks, Recreation & Forestry Department Personnel	REVIEWED BY CITY ATTORNEY: October 10, 2019	TOTAL PAGES: 2

1. **PURPOSE:**

The purpose of this Policy is to support the inclusion of all residents, visitors and participants in the Departments' facilities and programs. Through this Policy and supporting practices, we will strive to ensure that everyone has access to the benefits of quality parks and recreation facilities and programs the City commits to create, and to promote and maintain inclusion across all public spaces, facilities and programs that the Department manages. This includes the inclusion of all persons, irrespective of ethnic origin, socioeconomic level, race, sexual orientation/identification, physical or cognitive abilities, gender, gender identity, native or indigenous origin, age, religion, marital status, parental status, language, accent, educational level or background, physical appearance and/or any other characteristic that can be identified as recognizing or illustrating diversity.

2. **DEFINITIONS:**

As used in this Policy, the following words and phrases shall have the following definitions:

- **"Department"** or **"we"** means the City of Baraboo Parks, Recreation and Forestry Department.
- **"Inclusion"** or **"include"** means the process of removing barriers that can deprive some people of the opportunities to enjoy the benefits of the Department's park and recreation facilities and programs.
- **"Policy"** means this Diversity and Equity Inclusion Policy.

3. **POLICY:**

A. **General Goals**

- i. Residents, visitors and participants utilizing the Department's facilities, programs and services have equitable and appropriate access to programs and services, regardless ability, age, sexual orientation/identity, religion, country of origin and/or any other characteristic that can be identified as recognizing or illustrating diversity.
- ii. Department staff, community partners and stakeholders engage in the obtaining the support of all community members to promote inclusive behaviors in park and recreation facilities and in public spaces throughout the community.
- iii. The Department establish and maintain an organizational infrastructure for management, oversight, implementation and communication about monitoring this Policy and its goals.
- iv. The Department will continuously measure and improve inclusive practices.

- B. **Staff Training.** Department staff will regularly participate in diversity and inclusion trainings using evidence-based content. Training will be comprehensive, based on credible research and delivered by qualified personnel. All new staff members will be oriented to inclusive policies and practices.

- C. Organizational Support The Department will put into place organizational supports that create a social environment (including positive relationships among youth, families and community) that encourages all to be inclusive. This includes, but may not be limited to:
- i. Staff.
 - 1. Demonstrating an attitude of inclusion, including using nondiscriminatory language and actions.
 - 2. Determining and addressing any potential unintended outcomes of activities to ensure that they do not limit participation or cause worse outcomes based on ability, age, sexual orientation/identity, religion or country of origin and/or any other characteristic that can be identified as recognizing or illustrating diversity.
 - 3. Sharing and discussing best practices during community and staff meetings.
 - ii. Department.
 - 1. Developing or participating in an advisory group that supports inclusive behaviors in the community.
 - 2. Assessing Department hiring practices to ensure staff is representative of the diverse community and is an equal opportunity employer.
 - iii. Communications.
 - 1. Providing positive messages about diversity and inclusion through written and verbal messaging, posters and pictures.
- D. Continuous Measurement and Improvement. The Department will work to continuously improve our diversity and inclusion efforts, measuring the effectiveness of this Policy through staff and community qualitative and quantitative feedback through meetings, community engagement events, public forums, surveys, and monitoring economic and health indicators. The Department will monitor the following indicators to track progress of inclusive efforts:
- Does our Department communicate a vision that values the participation of all people as members of the community?
 - Does our Policy include inclusive practices with action steps to support implementation?
 - Is there adequate, regularly scheduled, ongoing planning time for staff members to collaborate on inclusive programs and events?
 - Does our Department engage the whole community by providing multiple opportunities and modes for participating?
 - Are there professional development opportunities for staff regarding inclusive strategies and supports?
 - Are community members from targeted populations engaged in programming, utilizing facilities and taking part in future planning conversations?
 - Long term indicators:
 - Are there improvements in health (physical, social, mental) outcomes in the community?
 - Is there an increase in participation numbers across programs offered by the Department?

NBR -2

RESOLUTION NO. 2019 -

Dated: October 22, 2019

The City of Baraboo, Wisconsin

Background: This resolution seeks the approval of entering a contract with Dirt Monkey, LLC for the purpose of removing the old waterworks garage on Hill Street in Maxwell-Potter Conservancy. The building is in poor condition and the Parks and Recreation Commission seeks to remove it so that the parking shortfall in the Conservancy can be addressed.

Bids were submitted as follows:

Dirt Monkey, LLC	\$19,190
Dean Blum Excavating	\$23,870
DeMars	no bid returned

\$12,500 was included in the 2019 budget to complete the building removal. An additional \$6,690 is currently available from the Parks Impact Land Development Fund.

Fiscal Note: ☐ **Not Required** ☐ **Budgeted Expenditure** ☒ **Not Budgeted**

Comments: The 2019 budget included \$12,500 for the purposes of removing the building. An additional \$6,690 is available in the Park Impact Fund to fund the contract.

Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

THAT the proposal from Dirt Monkey, LLC to remove the old waterworks garage on Hill Street in the amount of \$19,190 be accepted with the \$6,690 budget shortfall allocated from the Park Impact Fund.

Offered by:

Motion:

Second:

Attest:

Approved: _____

To: Finance Committee/Council
From: Mike Hardy, Parks, Recreation & Forestry Director
Date: October 22, 2019
Re: Award of excavation contract for old waterworks building

The Parks and Recreation Commission first budgeted to remove the old waterworks building (located in Maxwell-Potter Conservancy across from the Dog Park) in 2016. However an entrepreneur approached the City with a unique idea to fix the building, lease from the City and use it for his business. We spent 2 years meeting with the individual and waiting for him to present plans and secure funding, however that fell through in early 2018.

The Parks Commission budgeted \$12,500 in 2019 to have the old building removed as it currently is in a state of disrepair and poses as an attractive nuisance. Upon removal, the site would be turned into much-needed parking for the popular arboretum, dog park, future kayak launch and the adjacent picnic shelter as parking is becoming a problem in the conservancy, which continues to gain popularity.

Bids were solicited for the excavation, but only 2 were returned with interest – Dirt Monkey Excavating, LLC of Cashton bid \$19,190 and Dean Blum Excavating of Baraboo bid \$23,870.

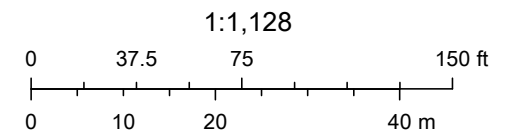
We are requesting to use the \$12,500 in the 2019 budget in addition to allocating \$6,690 from available funds in the Park Impact Fund, which has money available in Land Development for the future parking site. The low bid from Dirt Monkey is recommended for approval.

Maxwell-Potter garage demolition site

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10/14/2019, 1:01:53 PM



Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus

Mike Hardy, CPRP
Sauk County, DigitalGlobe |

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RESOLUTION AUTHORIZING THE ISSUANCE AND SALE
OF \$1,255,000 TAXABLE GENERAL OBLIGATION
REFUNDING BONDS, SERIES 2019A

WHEREAS, on September 10, 2019, the Common Council of the City of Baraboo, Sauk County, Wisconsin (the "City") adopted a resolution (the "Set Sale Resolution"), providing for the sale of Taxable General Obligation Refunding Bonds, Series 2019A (the "Bonds") for the public purpose of refunding the 2020 through 2030 maturities of the Taxable General Obligation Corporate Purpose Bonds, dated December 27, 2010 (the "Refunded Obligations") (hereinafter the refinancing of the Refunded Obligations shall be referred to as the "Refunding");

WHEREAS, the Common Council deems it to be necessary, desirable and in the best interest of the City to refund the Refunded Obligations for the purpose of achieving debt service savings;

WHEREAS, the City is authorized by the provisions of Section 67.04, Wisconsin Statutes, to borrow money and issue general obligation refunding bonds to refinance its outstanding obligations;

WHEREAS, due to certain provisions contained in the Internal Revenue Code of 1986, as amended, it is necessary to issue such Bonds on a taxable rather than tax-exempt basis;

WHEREAS, pursuant to the Set Sale Resolution, the City has directed Ehlers & Associates, Inc. ("Ehlers") to take the steps necessary to sell the Bonds to pay the cost of the Refunding;

WHEREAS, Ehlers, in consultation with the officials of the City, prepared a Notice of Sale (a copy of which is attached hereto as Exhibit A and incorporated herein by this reference) setting forth the details of and the bid requirements for the Bonds and indicating that the Bonds would be offered for public sale on October 22, 2019;

WHEREAS, the City Clerk (in consultation with Ehlers) caused a form of notice of the sale to be published and/or announced and caused the Notice of Sale to be distributed to potential bidders offering the Bonds for public sale on October 22, 2019;

WHEREAS, the City has duly received bids for the Bonds as described on the Bid Tabulation attached hereto as Exhibit B and incorporated herein by this reference (the "Bid Tabulation"); and

WHEREAS, it has been determined that the bid proposal (the "Proposal") submitted by the financial institution listed first on the Bid Tabulation fully complies with the bid requirements set forth in the Notice of Sale and is deemed to be the most advantageous to the City. Ehlers has recommended that the City accept the Proposal. A copy of said Proposal submitted by such institution (the "Purchaser") is attached hereto as Exhibit C and incorporated herein by this reference.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City that:

Section 1. Ratification of the Notice of Sale and Offering Materials. The Common Council hereby ratifies and approves the details of the Bonds set forth in Exhibit A attached hereto as and for the details of the Bonds. The Notice of Sale and any other offering materials prepared and circulated by Ehlers are hereby ratified and approved in all respects. All actions taken by officers of the City and Ehlers in connection with the preparation and distribution of the Notice of Sale, and any other offering materials are hereby ratified and approved in all respects.

Section 1A. Authorization and Award of the Bonds. For the purpose of paying the cost of the Refunding, there shall be borrowed pursuant to Section 67.04, Wisconsin Statutes, the principal sum of ONE MILLION TWO HUNDRED FIFTY-FIVE THOUSAND DOLLARS (\$1,255,000) from the Purchaser in accordance with the terms and conditions of the Proposal. The Proposal of the Purchaser offering to purchase the Bonds for the sum set forth on the Proposal, plus accrued interest to the date of delivery, resulting in a true interest cost as set forth on the Proposal, is hereby accepted. The Mayor and City Clerk or other appropriate officers of the City are authorized and directed to execute an acceptance of the Proposal on behalf of the City. The good faith deposit of the Purchaser shall be applied in accordance with the Notice of Sale, and any good faith deposits submitted by unsuccessful bidders shall be promptly returned. The Bonds shall bear interest at the rates set forth on the Proposal.

Section 2. Terms of the Bonds. The Bonds shall be designated "Taxable General Obligation Refunding Bonds, Series 2019A"; shall be issued in the aggregate principal amount of \$1,255,000; shall be dated November 14, 2019; shall be in the denomination of \$5,000 or any integral multiple thereof; shall be numbered R-1 and upward; and shall bear interest at the rates per annum and mature on December 1 of each year, in the years and principal amounts as set forth on the Pricing Summary attached hereto as Exhibit D-1 and incorporated herein by this reference. Interest shall be payable semi-annually on June 1 and December 1 of each year commencing on June 1, 2020. Interest shall be computed upon the basis of a 360-day year of twelve 30-day months and will be rounded pursuant to the rules of the Municipal Securities Rulemaking Board. The schedule of principal and interest payments due on the Bonds is set forth on the Debt Service Schedule attached hereto as Exhibit D-2 and incorporated herein by this reference (the "Schedule").

Section 3. Redemption Provisions. The Bonds maturing on December 1, 2027 and thereafter are subject to redemption prior to maturity, at the option of the City, on December 1, 2026 or on any date thereafter. Said Bonds are redeemable as a whole or in part, and if in part, from maturities selected by the City, and within each maturity by lot, at the principal amount thereof, plus accrued interest to the date of redemption.

[If the Proposal specifies that any of the Bonds are subject to mandatory redemption, the terms of such mandatory redemption shall be set forth on an attachment hereto as Exhibit MRP and incorporated herein by this reference. Upon the optional redemption of any of the Bonds subject to mandatory redemption, the principal amount of such Bonds so redeemed shall be

credited against the mandatory redemption payments established in Exhibit MRP for such Bonds in such manner as the City shall direct.】

Section 4. Form of the Bonds. The Bonds shall be issued in registered form and shall be executed and delivered in substantially the form attached hereto as Exhibit E and incorporated herein by this reference.

Section 5. Tax Provisions.

(A) Direct Annual Irrepealable Tax Levy. For the purpose of paying the principal of and interest on the Bonds as the same becomes due, the full faith, credit and resources of the City are hereby irrevocably pledged, and there is hereby levied upon all of the taxable property of the City a direct annual irrepealable tax in the years 2019 through 2029 for the payments due in the years 2020 through 2030 in the amounts in the amounts set forth on the Schedule.

(B) Tax Collection. So long as any part of the principal of or interest on the Bonds remains unpaid, the City shall be and continue without power to repeal such levy or obstruct the collection of said tax until all such payments have been made or provided for. After the issuance of the Bonds, said tax shall be, from year to year, carried onto the tax roll of the City and collected in addition to all other taxes and in the same manner and at the same time as other taxes of the City for said years are collected, except that the amount of tax carried onto the tax roll may be reduced in any year by the amount of any surplus money in the Debt Service Fund Account created below.

(C) Additional Funds. If at any time there shall be on hand insufficient funds from the aforesaid tax levy to meet principal and/or interest payments on said Bonds when due, the requisite amounts shall be paid from other funds of the City then available, which sums shall be replaced upon the collection of the taxes herein levied.

Section 6. Segregated Debt Service Fund Account.

(A) Creation and Deposits. There be and there hereby is established in the treasury of the City, if one has not already been created, a debt service fund, separate and distinct from every other fund, which shall be maintained in accordance with generally accepted accounting principles. Debt service or sinking funds established for obligations previously issued by the City may be considered as separate and distinct accounts within the debt service fund.

Within the debt service fund, there hereby is established a separate and distinct account designated as the "Debt Service Fund Account for Taxable General Obligation Refunding Bonds, Series 2019A, dated November 14, 2019" (the "Debt Service Fund Account") and such account shall be maintained until the indebtedness evidenced by the Bonds is fully paid or otherwise extinguished. There shall be deposited into the Debt Service Fund Account (i) all accrued interest received by the City at the time of delivery of and payment for the Bonds; (ii) any premium not used for the Refunding which may be received by the City above the par value of the Bonds and accrued interest thereon; (iii) all money raised by the taxes herein levied and any

amounts appropriated for the specific purpose of meeting principal of and interest on the Bonds when due; (iv) such other sums as may be necessary at any time to pay principal of and interest on the Bonds when due; (v) surplus monies in the Borrowed Money Fund as specified below; and (vi) such further deposits as may be required by Section 67.11, Wisconsin Statutes.

(B) Use and Investment. No money shall be withdrawn from the Debt Service Fund Account and appropriated for any purpose other than the payment of principal of and interest on the Bonds until all such principal and interest has been paid in full and the Bonds canceled; provided (i) the funds to provide for each payment of principal of and interest on the Bonds prior to the scheduled receipt of taxes from the next succeeding tax collection may be invested in direct obligations of the United States of America maturing in time to make such payments when they are due or in other investments permitted by law; and (ii) any funds over and above the amount of such principal and interest payments on the Bonds may be used to reduce the next succeeding tax levy, or may, at the option of the City, be invested by purchasing the Bonds as permitted by and subject to Section 67.11(2)(a), Wisconsin Statutes, or in permitted municipal investments under the pertinent provisions of the Wisconsin Statutes ("Permitted Investments"), which investments shall continue to be a part of the Debt Service Fund Account.

(C) Remaining Monies. When all of the Bonds have been paid in full and canceled, and all Permitted Investments disposed of, any money remaining in the Debt Service Fund Account shall be transferred and deposited in the general fund of the City, unless the Common Council directs otherwise.

Section 7. Proceeds of the Bonds; Segregated Borrowed Money Fund. The proceeds of the Bonds (the "Bond Proceeds") (other than any premium not used for the Refunding and accrued interest which must be paid at the time of the delivery of the Bonds into the Debt Service Fund Account created above) shall be deposited into a special fund (the "Borrowed Money Fund") separate and distinct from all other funds of the City and disbursed solely for the purpose or purposes for which borrowed. Monies in the Borrowed Money Fund may be temporarily invested in Permitted Investments. Any monies, including any income from Permitted Investments, remaining in the Borrowed Money Fund after the purpose or purposes for which the Bonds have been issued have been accomplished, and, at any time, any monies as are not needed and which obviously thereafter cannot be needed for such purpose(s) shall be deposited in the Debt Service Fund Account.

Section 8. Execution of the Bonds; Closing; Professional Services. The Bonds shall be issued in printed form, executed on behalf of the City by the manual or facsimile signatures of the Mayor and City Clerk, authenticated, if required, by the Fiscal Agent (defined below), sealed with its official or corporate seal, if any, or a facsimile thereof, and delivered to the Purchaser upon payment to the City of the purchase price thereof, plus accrued interest to the date of delivery (the "Closing"). The facsimile signature of either of the officers executing the Bonds may be imprinted on the Bonds in lieu of the manual signature of the officer but, unless the City has contracted with a fiscal agent to authenticate the Bonds, at least one of the signatures appearing on each Bond shall be a manual signature. In the event that either of the officers whose signatures appear on the Bonds shall cease to be such officers before the Closing, such signatures shall, nevertheless, be valid and sufficient for all purposes to the same extent as if they had remained in office until the Closing. The aforesaid officers are hereby authorized and

directed to do all acts and execute and deliver the Bonds and all such documents, certificates and acknowledgements as may be necessary and convenient to effectuate the Closing. The City hereby authorizes the officers and agents of the City to enter into, on its behalf, agreements and contracts in conjunction with the Bonds, including but not limited to agreements and contracts for legal, trust, fiscal agency, disclosure and continuing disclosure, and rebate calculation services. Any such contract heretofore entered into in conjunction with the issuance of the Bonds is hereby ratified and approved in all respects.

Section 9. Payment of the Bonds; Fiscal Agent. The principal of and interest on the Bonds shall be paid by Bond Trust Services Corporation, Roseville, Minnesota, which is hereby appointed as the City's registrar and fiscal agent pursuant to the provisions of Section 67.10(2), Wisconsin Statutes (the "Fiscal Agent"). The City hereby authorizes the Mayor and City Clerk or other appropriate officers of the City to enter a Fiscal Agency Agreement between the City and the Fiscal Agent. Such contract may provide, among other things, for the performance by the Fiscal Agent of the functions listed in Wis. Stats. Sec. 67.10(2)(a) to (j), where applicable, with respect to the Bonds.

Section 10. Persons Treated as Owners; Transfer of Bonds. The City shall cause books for the registration and for the transfer of the Bonds to be kept by the Fiscal Agent. The person in whose name any Bond shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes and payment of either principal or interest on any Bond shall be made only to the registered owner thereof. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Bond to the extent of the sum or sums so paid.

Any Bond may be transferred by the registered owner thereof by surrender of the Bond at the office of the Fiscal Agent, duly endorsed for the transfer or accompanied by an assignment duly executed by the registered owner or his attorney duly authorized in writing. Upon such transfer, the Mayor and City Clerk shall execute and deliver in the name of the transferee or transferees a new Bond or Bonds of a like aggregate principal amount, series and maturity and the Fiscal Agent shall record the name of each transferee in the registration book. No registration shall be made to bearer. The Fiscal Agent shall cancel any Bond surrendered for transfer.

The City shall cooperate in any such transfer, and the Mayor and City Clerk are authorized to execute any new Bond or Bonds necessary to effect any such transfer.

Section 11. Record Date. The 15th day of the calendar month next preceding each interest payment date shall be the record date for the Bonds (the "Record Date"). Payment of interest on the Bonds on any interest payment date shall be made to the registered owners of the Bonds as they appear on the registration book of the City at the close of business on the Record Date.

Section 12. Utilization of The Depository Trust Company Book-Entry-Only System. In order to make the Bonds eligible for the services provided by The Depository Trust Company, New York, New York ("DTC"), the City agrees to the applicable provisions set forth in the Blanket Issuer Letter of Representations, which the City Clerk or other authorized representative of the City is authorized and directed to execute and deliver to DTC on behalf of the City to the

extent an effective Blanket Issuer Letter of Representations is not presently on file in the City Clerk's office.

Section 13. Payment of Issuance Expenses. The City authorizes the Purchaser to forward the amount of the proceeds of the Bonds allocable to the payment of issuance expenses to Old National Bank at Closing for further distribution as directed by Ehlers.

Section 14. Official Statement. The Common Council hereby approves the Preliminary Official Statement with respect to the Bonds and deems the Preliminary Official Statement as "final" as of its date for purposes of SEC Rule 15c2-12 promulgated by the Securities and Exchange Commission pursuant to the Securities and Exchange Act of 1934 (the "Rule"). All actions taken by officers of the City in connection with the preparation of such Preliminary Official Statement and any addenda to it or final Official Statement are hereby ratified and approved. In connection with the Closing, the appropriate City official shall certify the Preliminary Official Statement and any addenda or final Official Statement. The City Clerk shall cause copies of the Preliminary Official Statement and any addenda or final Official Statement to be distributed to the Purchaser.

Section 15. Undertaking to Provide Continuing Disclosure. The City hereby covenants and agrees, for the benefit of the owners of the Bonds, to enter into a written undertaking (the "Undertaking") if required by the Rule to provide continuing disclosure of certain financial information and operating data and timely notices of the occurrence of certain events in accordance with the Rule. The Undertaking shall be enforceable by the owners of the Bonds or by the Purchaser on behalf of such owners (provided that the rights of the owners and the Purchaser to enforce the Undertaking shall be limited to a right to obtain specific performance of the obligations thereunder and any failure by the City to comply with the provisions of the Undertaking shall not be an event of default with respect to the Bonds).

To the extent required under the Rule, the Mayor and City Clerk, or other officer of the City charged with the responsibility for issuing the Bonds, shall provide a Continuing Disclosure Certificate for inclusion in the transcript of proceedings, setting forth the details and terms of the City's Undertaking.

Section 16. Redemption of the Refunded Obligations. The Refunded Obligations are hereby called for prior payment and redemption on December 1, 2019 at a price of par plus accrued interest to the date of redemption.

The City hereby directs the City Clerk to work with Ehlers to cause timely notice of redemption, in substantially the form attached hereto as Exhibit F and incorporated herein by this reference (the "Notice"), to be provided at the times, to the parties and in the manner set forth on the Notice. Any and all actions heretofore taken by the officers and agents of the City to effectuate the redemption of the Refunded Obligations are hereby ratified and approved.

Section 17. Record Book. The City Clerk shall provide and keep the transcript of proceedings as a separate record book (the "Record Book") and shall record a full and correct

statement of every step or proceeding had or taken in the course of authorizing and issuing the Bonds in the Record Book.

Section 18. Bond Insurance. If the Purchaser determines to obtain municipal bond insurance with respect to the Bonds, the officers of the City are authorized to take all actions necessary to obtain such municipal bond insurance. The Mayor and City Clerk are authorized to agree to such additional provisions as the bond insurer may reasonably request and which are acceptable to the Mayor and City Clerk including provisions regarding restrictions on investment of Bond proceeds, the payment procedure under the municipal bond insurance policy, the rights of the bond insurer in the event of default and payment of the Bonds by the bond insurer and notices to be given to the bond insurer. In addition, any reference required by the bond insurer to the municipal bond insurance policy shall be made in the form of Bond provided herein.

Section 19. Conflicting Resolutions; Severability; Effective Date. All prior resolutions, rules or other actions of the Common Council or any parts thereof in conflict with the provisions hereof shall be, and the same are, hereby rescinded insofar as the same may so conflict. In the event that any one or more provisions hereof shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions hereof. The foregoing shall take effect immediately upon adoption and approval in the manner provided by law.

Adopted, approved and recorded October 22, 2019.

Michael J. Palm
Mayor

ATTEST:

Brenda M. Zeman
City Clerk

(SEAL)

EXHIBIT A

Notice of Sale

To be provided by Ehlers & Associates, Inc. and incorporated into the Resolution.

(See Attached)

DRAFT

EXHIBIT B

Bid Tabulation

To be provided by Ehlers & Associates, Inc. and incorporated into the Resolution.

(See Attached)

DRAFT

EXHIBIT C

Winning Bid

To be provided by Ehlers & Associates, Inc. and incorporated into the Resolution.

(See Attached)

DRAFT

EXHIBIT D-1

Pricing Summary

To be provided by Ehlers & Associates, Inc. and incorporated into the Resolution.

(See Attached)

DRAFT

EXHIBIT D-2

Debt Service Schedule and Irrepealable Tax Levies

To be provided by Ehlers & Associates, Inc. and incorporated into the Resolution.

(See Attached)

DRAFT

[EXHIBIT MRP

Mandatory Redemption Provision

The Bonds due on December 1, ____, ____ and ____ (the "Term Bonds") are subject to mandatory redemption prior to maturity by lot (as selected by the Depository) at a redemption price equal to One Hundred Percent (100%) of the principal amount to be redeemed plus accrued interest to the date of redemption, from debt service fund deposits which are required to be made in amounts sufficient to redeem on December 1 of each year the respective amount of Term Bonds specified below:

For the Term Bonds Maturing on December 1, ____

<u>Redemption Date</u>	<u>Amount</u>
____	\$ ____
____	____
____	____ (maturity)

For the Term Bonds Maturing on December 1, ____

<u>Redemption Date</u>	<u>Amount</u>
____	\$ ____
____	____
____	____ (maturity)

For the Term Bonds Maturing on December 1, ____

<u>Redemption Date</u>	<u>Amount</u>
____	\$ ____
____	____
____	____ (maturity)

For the Term Bonds Maturing on December 1, ____

<u>Redemption Date</u>	<u>Amount</u>
____	\$ ____
____	____
____	____ (maturity)]

EXHIBIT E

(Form of Bond)

UNITED STATES OF AMERICA
STATE OF WISCONSIN
SAUK COUNTY
CITY OF BARABOO

REGISTERED _____ DOLLARS
NO. R-____ \$_____
TAXABLE GENERAL OBLIGATION REFUNDING BOND, SERIES 2019A

MATURITY DATE: ORIGINAL DATE OF ISSUE: INTEREST RATE: CUSIP:
December 1, _____ November 14, 2019 _____% _____

DEPOSITORY OR ITS NOMINEE NAME: CEDE & CO.

PRINCIPAL AMOUNT: _____ THOUSAND DOLLARS
(\$_____)

FOR VALUE RECEIVED, the City of Baraboo, Sauk County, Wisconsin (the "City"), hereby acknowledges itself to owe and promises to pay to the Depository or its Nominee Name (the "Depository") identified above (or to registered assigns), on the maturity date identified above, the principal amount identified above, and to pay interest thereon at the rate of interest per annum identified above, all subject to the provisions set forth herein regarding redemption prior to maturity. Interest shall be payable semi-annually on June 1 and December 1 of each year commencing on June 1, 2020 until the aforesaid principal amount is paid in full. Both the principal of and interest on this Bond are payable to the registered owner in lawful money of the United States. Interest payable on any interest payment date shall be paid by wire transfer to the Depository in whose name this Bond is registered on the Bond Register maintained by Bond Trust Services Corporation, Roseville, Minnesota (the "Fiscal Agent") or any successor thereto at the close of business on the 15th day of the calendar month next preceding each interest payment date (the "Record Date"). This Bond is payable as to principal upon presentation and surrender hereof at the office of the Fiscal Agent.

For the prompt payment of this Bond together with interest hereon as aforesaid and for the levy of taxes sufficient for that purpose, the full faith, credit and resources of the City are hereby irrevocably pledged.

This Bond is one of an issue of Bonds aggregating the principal amount of \$1,255,000, all of which are of like tenor, except as to denomination, interest rate, maturity date and redemption provision, issued by the City pursuant to the provisions of Section 67.04, Wisconsin Statutes, for the public purpose of paying the cost of refunding certain obligations of the City, as authorized by a resolution adopted on October 22, 2019. Said resolution is recorded in the official minutes of the Common Council for said date.

The Bonds maturing on December 1, 2027 and thereafter are subject to redemption prior to maturity, at the option of the City, on December 1, 2026 or on any date thereafter. Said Bonds are redeemable as a whole or in part, and if in part, from maturities selected by the City, and within each maturity by lot (as selected by the Depository), at the principal amount thereof, plus accrued interest to the date of redemption.

【The Bonds maturing in the years _____ are subject to mandatory redemption by lot as provided in the resolution referred to above, at the redemption price of par plus accrued interest to the date of redemption and without premium.】

In the event the Bonds are redeemed prior to maturity, as long as the Bonds are in book-entry-only form, official notice of the redemption will be given by mailing a notice by registered or certified mail, overnight express delivery, facsimile transmission, electronic transmission or in any other manner required by the Depository, to the Depository not less than thirty (30) days nor more than sixty (60) days prior to the redemption date. If less than all of the Bonds of a maturity are to be called for redemption, the Bonds of such maturity to be redeemed will be selected by lot. Such notice will include but not be limited to the following: the designation, date and maturities of the Bonds called for redemption, CUSIP numbers, and the date of redemption. Any notice provided as described herein shall be conclusively presumed to have been duly given, whether or not the registered owner receives the notice. The Bonds shall cease to bear interest on the specified redemption date provided that federal or other immediately available funds sufficient for such redemption are on deposit at the office of the Depository at that time. Upon such deposit of funds for redemption the Bonds shall no longer be deemed to be outstanding.

It is hereby certified and recited that all conditions, things and acts required by law to exist or to be done prior to and in connection with the issuance of this Bond have been done, have existed and have been performed in due form and time; that the aggregate indebtedness of the City, including this Bond and others issued simultaneously herewith, does not exceed any limitation imposed by law or the Constitution of the State of Wisconsin; and that a direct annual irrepealable tax has been levied sufficient to pay this Bond, together with the interest thereon, when and as payable.

This Bond is transferable only upon the books of the City kept for that purpose at the office of the Fiscal Agent, only in the event that the Depository does not continue to act as depository for the Bonds, and the City appoints another depository, upon surrender of the Bond to the Fiscal Agent, by the registered owner in person or his duly authorized attorney, together with a written instrument of transfer (which may be endorsed hereon) satisfactory to the Fiscal Agent duly executed by the registered owner or his duly authorized attorney. Thereupon a new fully registered Bond in the same aggregate principal amount shall be issued to the new depository in exchange therefor and upon the payment of a charge sufficient to reimburse the City for any tax, fee or other governmental charge required to be paid with respect to such registration. The Fiscal Agent shall not be obliged to make any transfer of the Bonds (i) after the Record Date, (ii) during the fifteen (15) calendar days preceding the date of any publication of notice of any proposed redemption of the Bonds, or (iii) with respect to any particular Bond, after such Bond has been called for redemption. The Fiscal Agent and City may treat and

consider the Depository in whose name this Bond is registered as the absolute owner hereof for the purpose of receiving payment of, or on account of, the principal or redemption price hereof and interest due hereon and for all other purposes whatsoever. The Bonds are issuable solely as negotiable, fully-registered Bonds without coupons in the denomination of \$5,000 or any integral multiple thereof.

This Bond shall not be valid or obligatory for any purpose until the Certificate of Authentication hereon shall have been signed by the Fiscal Agent.

No delay or omission on the part of the owner hereof to exercise any right hereunder shall impair such right or be considered as a waiver thereof or as a waiver of or acquiescence in any default hereunder.

IN WITNESS WHEREOF, the City of Baraboo, Sauk County, Wisconsin, by its governing body, has caused this Bond to be executed for it and in its name by the manual or facsimile signatures of its duly qualified Mayor and City Clerk; and to be sealed with its official or corporate seal, if any, all as of the original date of issue specified above.

CITY OF BARABOO
SAUK COUNTY, WISCONSIN

By: _____
Michael J. Palm
Mayor

(SEAL)

By: _____
Brenda M. Zeman
City Clerk

Date of Authentication: _____, _____

CERTIFICATE OF AUTHENTICATION

This Bond is one of the Bonds of the issue authorized by the within-mentioned resolution of the City of Baraboo, Sauk County, Wisconsin.

BOND TRUST SERVICES
CORPORATION,
ROSEVILLE, MINNESOTA

By _____
Authorized Signatory

DRAFT

ASSIGNMENT

FOR VALUE RECEIVED, the undersigned sells, assigns and transfers unto

(Name and Address of Assignee)

(Social Security or other Identifying Number of Assignee)

the within Bond and all rights thereunder and hereby irrevocably constitutes and appoints _____, Legal Representative, to transfer said Bond on the books kept for registration thereof, with full power of substitution in the premises.

Dated: _____

Signature Guaranteed:

(e.g. Bank, Trust Company
or Securities Firm)

(Depository or Nominee Name)

NOTICE: This signature must correspond with the name of the Depository or Nominee Name as it appears upon the face of the within Bond in every particular, without alteration or enlargement or any change whatever.

(Authorized Officer)

EXHIBIT F

NOTICE OF FULL CALL*

CITY OF BARABOO
SAUK COUNTY, WISCONSIN
TAXABLE GENERAL OBLIGATION CORPORATE PURPOSE BONDS
DATED DECEMBER 27, 2010

NOTICE IS HEREBY GIVEN that the Bonds of the above-referenced issue which mature on the dates and in the amounts; bear interest at the rates; and have CUSIP Nos. as set forth below have been called for prior payment on December 1, 2019 at a redemption price equal to 100% of the principal amount thereof plus accrued interest to the date of prepayment:

<u>Maturity Date</u>	<u>Principal Amount</u>	<u>Interest Rate</u>	<u>CUSIP No.</u>
12/01/2020	\$100,000	4.30%	067023PJ4
12/01/2021	100,000	4.50	067023PK1
12/01/2022	100,000	4.70	067023PL9
12/01/2023	100,000	4.90	067023PM7
12/01/2024	100,000	5.00	067023PN5
12/01/2025	100,000	5.20	067023PP0
12/01/2026	100,000	5.40	067023PQ8
12/01/2027	100,000	5.60	067023PR6
12/01/2028	125,000	5.80	067023PS4
12/01/2029	130,000	6.00	067023PT2
12/01/2030	135,000	6.10	067023PU9

Upon presentation and surrender of said Bonds to Bond Trust Services Corporation, Roseville, Minnesota, the registrar and fiscal agent for said Bonds, the registered owners thereof will be paid the principal amount of the Bonds plus accrued interest to the date of prepayment.

Said Bonds will cease to bear interest on December 1, 2019.

By Order of the
Common Council
City of Baraboo
City Clerk

Dated _____

* To be provided to Bond Trust Services Corporation at least thirty-five (35) days prior to December 1, 2019. The registrar and fiscal agent shall be directed to give notice of such prepayment by registered or certified mail, overnight express delivery, facsimile transmission, electronic transmission or in any other manner required by The Depository Trust Company, to The Depository Trust Company, Attn: Supervisor, Call Notification Department, 570 Washington Blvd., Jersey City, NJ 07310, not less than thirty (30) days nor more than sixty (60) days prior to December 1, 2019 and to the MSRB electronically through the Electronic Municipal Market Access (EMMA) System website at www.emma.msrb.org.



411 East Wisconsin Avenue
Suite 2350
Milwaukee, Wisconsin 53202-4426
414.277.5000
Fax 414.271.3552
www.quarles.com

Attorneys at Law in
Chicago
Indianapolis
Madison
Milwaukee
Minneapolis
Naples
Phoenix
Scottsdale
Tampa
Tucson
Washington, D.C.

October 15, 2019

VIA EMAIL

Ms. Cynthia Haggard
Finance Director
City of Baraboo
101 South Blvd.
Baraboo, WI 53913

**Re: City of Baraboo
\$1,255,000 Taxable General Obligation Refunding Bonds, Series 2019A**

Dear Cynthia:

Attached is a draft of the **Authorizing Resolution** to be adopted in connection with the above-referenced financing. We have prepared the Resolution with the information provided to us by Ehlers & Associates, Inc. ("Ehlers"). Please review the Resolution carefully.

It is our understanding that the Resolution will be considered by the Common Council at its meeting on October 22, 2019 after the bid opening earlier that day.

If you have not already done so, please include the title of the Resolution on the agenda for the meeting. Please then post the agenda in at least three public places and provide it to the official newspaper of the City (or if the City has no official newspaper, to a news medium likely to give notice in the area) and to any other requesting media at least twenty-four hours prior to the meeting (see Section 19.84(1)(b), Wisconsin Statutes). The attached **Certificate of Compliance with Open Meeting Law** must be completed in connection with the meeting at which the Resolution is adopted.

Unless the Common Council has adopted special rules regarding the adoption of borrowing resolutions, a vote of at least a majority of the members of the Common Council is necessary to adopt the Resolution.

You will note in reviewing the Resolution that some of the exhibits will be provided to the City on the day of sale. It is our understanding that Ehlers will provide this information to

Ms. Cynthia Haggard
October 15, 2019
Page 2

you and to us after the bid opening and prior to the meeting on October 22, 2019. We will email a final copy of the Resolution, including all exhibits, on the day of sale (October 22, 2019) prior to the meeting for the Common Council to review and approve. We will also provide hard copies of the complete finalized Resolution at the time we send the closing documents.

Following the adoption of the Resolution, we request that you return one executed copy of the Resolution, as well as one executed copy of the Certificate of Compliance with Open Meeting Law to us for our review. All of these originally signed documents will be included in the closing transcript. A copy of the Resolution should be incorporated into the minutes of the October 22, 2019 meeting.

We are also attaching a **Municipal Information Questionnaire**. Please review, correct, if necessary, complete and return this questionnaire to us before the October 22, 2019 meeting. It contains information which will help us draft the closing documents which will be required in connection with this financing.

Please feel free to contact me at (414) 277-5775 or any member of the Quarles & Brady LLP public finance team if you have any questions or comments.

Very truly yours,

QUARLES & BRADY LLP



Brian G. Lanser

BGL:BJK:AVK:TAB

Enclosures

#140329.00030

cc: Mr. Edward Geick (w/enc. via email)
Ms. Brenda M. Zeman (w/enc. via email)
Ms. Lori Laux (w/enc. via email)
Ms. Dawn Gunderson Schiel (w/enc. via email)
Mr. David Ferris (w/enc. via email)
Ms. Kathy Myers (w/enc. via email)
Ms. Mary Zywiec (w/enc. via email)
Ms. Sue Porter (w/enc. via email)
Ms. Bridgette Keating (w/enc. via email)
Ms. Amanda Kerr (w/enc. via email)
Ms. Tracy Berrones (w/enc. via email)

NBR - 4

RESOLUTION NO. 2019-

Dated: October 22, 2019

The City of Baraboo, Wisconsin

Background: In 1981, Alma Waite, a descendant of the circus wagon-building Moeller brothers, donated nearly three-quarters of a million dollars to the City to be used for qualifying events/projects within the community. Today, this money is administered by the City in a special account known as the "Alma Waite Fund."

This year, the City received four applications for funds for 2020. The applications have been reviewed City staff and staff confirms the applications meet the minimum eligibility requirements. The applications are:

1. Al. Ringling Theatre Friends – Requesting \$1,500
2. Baraboo Public Arts Association – Requesting \$3,000
3. Concerts on the Square – Requesting \$10,000
4. Oschner Park Zoo Sidewalk – Requesting \$4,500

Per City Code, the Finance/Personnel Committee is tasked with reviewing the applications and making a recommendation to Council regarding whether to grant the request(s) for funds. If the Council grants the request(s), the recipient(s) will be required to enter into a contract with the City stating, in part, that the money will be used as described in the application.

Fiscal Note: (check one) ☐ Not Required ☒ Budgeted Expenditure ☐ Not Budgeted
Comments Budgeted for Fiscal Year 2020

Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

THAT the following applications for funds from the City's Alma Waite Fund are approved for fiscal year 2020:

1. Al Ringling Theatre Friends – In the amount of \$1,500
2. Baraboo Public Arts Association – In the amount of \$3,000
3. Concerts on the Square – In the amount of \$10,000
4. Oschner Park Zoo Sidewalk – In the amount of \$4,500

BE IT FURTHER RESOLVED that the Mayor and City Clerk are hereby authorized to execute the appropriate contracts on behalf of the City as required by §27.01(2)(f) of the Baraboo Municipal Code.

Offered by: Finance Committee

Motion:

Second:

Approved: _____

Attest: _____

City Clerk

Alma Waite Budget - 2020

	2019				2020
	Original Budget	Amended Budget	YTD	Projected Ending	Budget
Revenue:					
Interest on Special Assessments	\$ 135	\$ 135	\$ 136	\$ 136	\$ 62
Interest on Investments, net of fees	24,375	24,375	16,186	24,368	25,375
Fund Balance Applied	3,687	3,687	-	-	-
Total Interest and FB Revenue	28,197	28,197	16,322	24,504	25,437
Special Assessments (non-spendable fund balance)	2,270	2,270	2,270	2,270	954
Total Revenues	\$ 30,467	\$ 30,467	\$ 18,592	\$ 26,774	\$ 26,391

	2019				2020
	Original Budget	Amended Budget	YTD	Projected Ending	Budget
Expenditures:					
Required:					
25% Annual Interest Earnings	\$ 6,128	\$ 6,128	\$ 4,080	\$ 6,126	\$ 6,359
Special assessments returned to restricted fund balance	2,270	2,270	2,270	2,270	954
Total Required expenditures	8,398	8,398	6,350	8,396	7,313
New:					
Concerts on the Square	-	-	-	-	10,000
Baraboo Public Art Association (Elephant Sculpture Spring 2020)	-	-	-	-	3,000
Ochsner Park Zoo Sidewalk	-	-	-	-	4,500
Al, Ringling Theatre Friends (Theatre for young audiences)	-	-	-	-	1,500
Prior Year:					
Concerts on the Square	10,000	10,000	10,000	10,000	-
Ochsner Park Zoo Sidewalk	8,500	8,500	-	8,500	-
Teen Center Renovation-Civic Center	3,569	3,569	-	3,569	-
Total New Requests	\$ 22,069	\$ 22,069	\$ 10,000	\$ 22,069	\$ 19,000

	2019	2020
Anticipated Expendable Fund Balance:	Projected	Budget
Expendable fund balance, beginning of year	\$ 5,271	\$ 1,580
Change in expendable fund balance	(3,691)	78
Expendable fund balance, ending of year	\$ 1,580	\$ 1,658

	Projected	Budget
Anticipated Non-Expendable Fund Balance:		
Non-expendable fund balance, beginning of year	\$ 1,176,769	\$ 1,182,895
Change in non-expendable fund balance	6,126	6,359
Non-expendable fund balance, ending of year	\$ 1,182,895	\$ 1,189,254

Request for City Funds

Date of Application: _____

10-14-19

Note: The deadline date for Requests for City Funds is September 1st of any year for funding in the next year. You will be notified by December 31st of the year of your application as to the status of your request. If your request is approved for funding, you will, at a later point in time, be required to sign a Contract for Use of Public Funds.

If you wish to have the City consider contributing to your organization's event and/or project, please take a few moments to read this application form completely before filling out the requested information.

The City has a special account known as the Alma Waite Fund to support certain qualified events/projects for the community. If your request qualifies, it may be considered to be funded through this fund. If it does not qualify for consideration through this fund, it still may be considered for funding from other sources. Therefore, please review Section II as to your event/project's applicability for Alma Waite Funding. If it does not meet this Section's criteria, complete Section III instead. All Applicants must complete Section I.

SECTION I (To be completed by all applicants)

1. Your Name DR. TOM MCEVILLY
2. Your Address & Phone # 136 4TH AVE BARABOO WI 53913 608 356-8864
Number and Street City State Zip Code Phone Number
3. Name of Organization Making Request AL. RINGLING THEATRE FRIENDS
4. Type of Organization 501 (C) (3)
5. Purpose of Organization Serve as a dynamic center for arts, culture, education and entertainment
6. Name of Event/Project Organizer Theatre for Young Audiences / Dr. TOM MCEVILLY
7. Organizer's Address & Phone # 136 4TH AVE, BARABOO, WI 53913 608 356-8864
Number and Street City State Zip Code Phone Number
8. Title of Event/Project Creative Dramatics
9. Date(s) of Event/Project November 2 - December 14 2019
10. Purpose of Event/Project Teach performance skills to area youth
11. Location of Event/Project Al. Ringling Theatre
12. How will Funds be Used? To Hire professional teaching staff
13. Amount of Funding Requested \$1500.00
14. Date Funds Are Needed January 2020

SECTION II (To be Completed only if Event/Project Qualifies for Possible Alma Waite Funding)

The City of Baraboo's Charter Ordinance for the Alma Waite Fund establishes priorities for expending Alma Waite Funds as follows:

First Priority shall be given to construction of City sidewalks serving City facilities and to City projects where funds are loaned to private property owners for the installation of sidewalk and/or curb and gutter adjacent to the property owner's residence or business. Alma Waite Funds shall not be loaned to a subdivider or developer to be used for sidewalk and/or curb and gutter construction in a new development or subdivision.

Second Priority shall be given to projects that benefit citizens of Baraboo as a whole, particularly those projects that provide matching funds from private contributions.

Low Priority shall be given to City projects that should be funded by the general property tax, such as equipment purchases, land purchases, and capital projects.

1. Describe why your request fits into the parameters described above.

THEATRE FOR YOUTH WILL GIVE THE YOUTH
IN BARABOO ACCESS TO INCREDIBLE THEATRE EXPERIENCES
AS BOTH AUDIENCE MEMBERS AND PERFORMERS.

2. What other funding sources are being used for this project?

PRIVATE DONATIONS / SPONSORS

3. How will the community benefit from the use of these funds on your event/project?

COMMUNITY YOUTH WILL EXPERIENCE DIVERSITY IN CLASSES and performances.
Students who are financially challenged will be given scholarships.

4. Is this an annual event? ☒ Yes ☐ No If Yes, will you be applying for funds each year? ☒ Yes ☐ No

SECTION III (To be Completed only if Event/Project is not Suitable for Alma Waite Funding)

1. What other funding sources are being used for this project?

2. Is this an annual event? ☐ Yes ☐ No If Yes, will you be applying for funds each year? ☐ Yes ☐ No

3. Additional comments you may wish to make about your event/project

FOR CITY OF BARABOO USE ONLY

☐ Event/Project Denied for Funding from any City source. Reason for denial: _____

☐ Event/Project Approved for Funding through Alma Waite

☐ Event/Project Approved for Funding through _____

(identify funding source)

Request reviewed by: (names of Committees, Boards, Commissions, and Individuals) _____

Request for City Funds

Date of Application: 10-4-19

Note: The deadline date for Requests for City Funds is September 1st of any year for funding in the next year. You will be notified by December 31st of the year of your application as to the status of your request. If your request is approved for funding, you will, at a later point in time, be required to sign a Contract for Use of Public Funds.

If you wish to have the City consider contributing to your organization's event and/or project, please take a few moments to **read this application form completely before filling out the requested information.**

The City has a special account known as the Alma Waite Fund to support certain qualified events/projects for the community. If your request qualifies, it may be considered to be funded through this fund. If it does not qualify for consideration through this fund, it still may be considered for funding from other sources. Therefore, please review Section II as to your event/project's applicability for Alma Waite Funding. If it does not meet this Section's criteria, complete Section III instead. All Applicants must complete Section I.

SECTION I (To be completed by all applicants)

1. Your Name Bekah Stelling
2. Your Address & Phone # 1173rd St. Baraboo, WI 53913 608-356-8133
Number and Street City State Zip Code Phone Number
3. Name of Organization Making Request Baraboo Public Art Association
4. Type of Organization 501C3 Non-profit for the Arts
5. Purpose of Organization Promote Art in all forms in public spaces
6. Name of Event/Project Organizer Myron Park Elephants on
7. Organizer's Address & Phone # 101 S Blvd Baraboo, WI 53913 608-356-8133
Number and Street City State Zip Code Phone Number
8. Title of Event/Project Elephant Sculpture Spring 2020
9. Date(s) of Event/Project Spring 2020
10. Purpose of Event/Project Create sculpture park in underused public space.
11. Location of Event/Project Myron Park Baraboo
12. How will Funds be Used? Pay artist Dean Allen to create Final Elephant
13. Amount of Funding Requested 3000.00
14. Date Funds Are Needed May 2020

SECTION II (To be Completed only if Event/Project Qualifies for Possible Alma Waite Funding)

The City of Baraboo's Charter Ordinance for the Alma Waite Fund establishes priorities for expending Alma Waite Funds as follows:

First Priority shall be given to construction of City sidewalks serving City facilities and to City projects where funds are loaned to private property owners for the installation of sidewalk and/or curb and gutter adjacent to the property owner's residence or business. Alma Waite Funds shall not be loaned to a subdivider or developer to be used for sidewalk and/or curb and gutter construction in a new development or subdivision.

Second Priority shall be given to projects that benefit citizens of Baraboo as a whole, particularly those projects that provide matching funds from private contributions.

Low Priority shall be given to City projects that should be funded by the general property tax, such as equipment purchases, land purchases, and capital projects.

1. Describe why your request fits into the parameters described above.

This project will benefit & beautify a high traffic area park with sculptures. It is a gateway entrance to Baraboo from Hwy 12 & West Baraboo.

2. What other funding sources are being used for this project?

Sauk County Arts & Humanities Grant

Summit Credit Union, Community First Bank & some private donors.

3. How will the community benefit from the use of these funds on your event/project?

Create Public Art to honor our community's heritage to the Circus through our elephants in Myron Park

4. Is this an annual event? ☐ Yes ☒ No If Yes, will you be applying for funds each year? ☐ Yes ☐ No

SECTION III (To be Completed only if Event/Project is not Suitable for Alma Waite Funding)

1. What other funding sources are being used for this project?

Sauk County Arts & Humanities Grant

Community First Bank & Misc. Private Donors.

2. Is this an annual event? ☐ Yes ☒ No If Yes, will you be applying for funds each year? ☐ Yes ☒ No

3. Additional comments you may wish to make about your event/project

FOR CITY OF BARABOO USE ONLY

☐ Event/Project Denied for Funding from any City source. Reason for denial: _____

☐ Event/Project Approved for Funding through Alma Waite

☐ Event/Project Approved for Funding through _____ (identify funding source)

Request reviewed by: (names of Committees, Boards, Commissions, and Individuals) _____

Request for City - Alma Waite Funds

Date of Application

10/17/2019

67 of 102

The City has a special account known as the Alma Waite Fund to support certain qualified events/projects for the community. If your request qualifies, it may be considered for funding through this fund (See Section II). If it does not qualify for consideration through this fund, it may still be considered for funding from other sources (See Section III). Section II as to your event/project's applicability for Alma Waite funding. If it does not meet this Section's criteria, complete Section III instead.

If you wish to have the City consider contributing to your organization's event/project, please take a few moments to read this application form completely before filling out the requested information.

The deadline date for Requests for City - Alma Waite Funds is September 1st for funding in the following year. By December 31st, a notification will be sent either approving or denying the event/project funding. If the request is approved, a resolution will be attached to the Request for City - Alma Waite Funds along with a Contract for Use of Public Funds. The Contract for Use of Public Funds will need to be signed and returned to the City in order to receive funds.

SECTION I (To be completed by all applicants)

Requester Information

Name: Mike Hardy Address: 124 2nd Street
Phone #: 608-355-2760 Baraboo, WI 53913
Email: mhardy@cityofbaraboo.com

Organization Information

Name: City of Baraboo Parks & Recreation Department Address: 124 2nd Street
Phone #: 608-355-2760 Baraboo, WI 53913
Email: mhardy@cityofbaraboo.com
Type: _____
Purpose: _____

Event/Project Information:

Organizer Name: same as above Address: _____
Organizer Phone #: _____
Organizer Email: _____

Event/Project Title Ochsner Park Zoo sidewalk

Date(s) of Event/Project spring 2020

Purpose of Event/Project: build ADA compliant sidewalk into zoo off current parking lot

Location of Event/Project Ochsner Park Zoo proposed west entrance off parking lot

How will Funds be Used? A new ADA-compliant sidewalk into the zoo from the parking lot will be constructed

Amount of Funding Requested \$4,500

Date Funds are needed 1-Apr-20

SECTION II (To be completed only if Event/Project Qualifies for Possible Alma Waite Funding)

The City of Baraboo's Charter Ordinance for the Alma Waite Fund xxxxxxxx establishes priorities for expending Alma Waite funds as follows:

First Priority

Shall be given to construction of City sidewalks servicing City facilities and to City projects where funds are loaned to private property owners for the installation of sidewalk and/or curb and gutter adjacent to the property owner's residence or business. Alma Waite funds shall not be loaned to a subdivider or developer to be used for sidewalk and/or curb and gutter construction in a new

Second Priority

Shall be given to projects that benefit citizens of Baraboo as a whole, particularly those projects that provide matching funds from private contributions.

Low Priority

Shall be given to City projects that should be funded by the general property tax, such as equipment purchases, land purchases, and capital projects.

Describe why your request fits into the parameters described above:

First priority as a sidewalk servicing the City zoo

What other funding sources are being used fro this project?

Park Segregated Funds (zoo donations received)

How will the community benefit from the use of these funds on your event/project?

Complaints have been received that the current entarnce is on an inclice too steep for some wheelchairs. This will make entrance more accessible.

	Yes	No
Is this an annual event?		x
	Yes	No
If yes, will you be applying for funds each year?		x

SECTION III (To be completed only if Event/Project is not suitable for Alma Waite Funding)

What other funding sources are being used fro this project?

	Yes	No
Is this an annual event?		
	Yes	No
If yes, will you be applying for funds each year?		

Additional comments you wish to make about your event/project:

FOR CITY OF BARABOO USE ONLY

	Approved by Council	Date:		Amount	
	Denied by Council	Date:			

Memo City Administrator



To: Mayor and City Council
 From: Ed Geick
 Subject: City Administrator's Report and Budget Memo
 Date: October 18, 2019
 CC: Department Heads, Kennie Downing

FY2020 Budget

Below are the changes made to the budget since the October 8th Committee of the Whole. With these changes and new information from the state this week the budget is almost in balance. A new Big Sheet summarizing the budget will be included in your agenda packet. The discussion and your consideration of changes in our Committee of the Whole next week should finalize the balancing of the budget.

- A net increase in expenditures of **\$26,284**
- An increase in revenues of **\$212,582**

Expenditures:

Increases:

- Increase in Council salaries from \$300 to \$400....result in an increase of **\$11,626**
- Utility Service Charge for Street Lights:
 - The new charge (Revenue Stream) will be housed in a new Special Revenue Fund.
 - The following City Departments had the charge added to their budgets:
 - Finance (Municipal Building) . . . an increase of **\$70**
 - Fire (Fire Station) . . . an increase of **\$70**
 - Public Works (related buildings) . . . an increase of **\$980**
 - Library (Library Building) . . . an increase of **\$70**
 - Parks & Recreation (related buildings) . . . an increase of **\$1,400**
- Public Works Equipment Replacement Fund contribution was reinstated at **\$100,000**

Decreases:

- Public Works operating expenses related to the streetlights of **\$140,500** was removed from the general fund and placed in the Special Revenue Fund. We have to properly align the expenditures related to the new charge to the respective revenue stream.

Revenues:

Increases:

- Additional revenue was identified:

- Worker's Comp Dividend is anticipated at \$25K
- Other Misc. at \$82
- Vehicle Registration Fee \$187,50; this represents receipts collected from April – December 2020

For Further Discussion

Ambulance

I would like to make one additional recommendation for the City Council's consideration. The Baker-Tilly auditors are continuing their work on the audit of Baraboo District Ambulance Service. They do not expect to finish this work until the end of November. The City Council gave direction at the last COW to give BDAS more funds in 2020. I am recommending another idea until the City receives the final audit report from Baker Tilly. My recommendation is that we budget at the \$30/capita level but only give to BDAS budgeting at the \$27/capita level until we see the results of this audit. I expect our final budget hearing and passage of the budget will take place at the November 26 City Council meeting. The funding difference between the two per capita rates can be kept in the City's contingency fund until final decisions have been made on BDAS operations. My concern is that our funds are not being well managed. We know from the current public discussion of issues there has been some obvious mismanagement of finances and operations at BDAS on a couple of different levels. The lack of aggressive leadership and decision making among the command staff and some of the officers involved in this financial incident seem to make it clear that we cannot fully anticipate that our funds will be properly spent by BDAS as it is currently organized.

Facilities Manager

The Park position for a Facilities Manager is still in the budget. This position has a budget of \$58,924. A job description for the position has been prepared by Mike Hardy and I. The position is seen as one under with all City and Library building maintenance operations and staff would fall under, including janitorial contracts and supplies. A draft of the job description is attached.



Ed Geick

CITY OF BARABOO Position Description

Class Title: Facilities Manager

Pay Grade: TBD

Created/Updated: October, 2019

Department: Parks, Recreation and Forestry

Reports to: Parks, Recreation & Forestry Director

Exempt or Non-exempt = TBD

General Purpose: This is a skilled position responsible for the management of all City building maintenance and supply inventory. This position is responsible for the scheduling of all facility maintenance and coordinating work of building maintenance staff and contractors. This position may also do cleaning and maintenance work.

Supervision:

Received: This position works under the general supervision of the Parks, Recreation & Forestry Director.

Exercised: Some coordination of staff in our buildings.

Essential Duties and Responsibilities:

1. Manage facilities and repair inventories for the purpose of equipment ordering, warranties, insurance and facility locations; and produce and maintain repair logs for such activities as ADA compliance issues, fire code compliance, safety inspections, HVAC filter replacements, electrical/plumbing repairs, maintenance supply inventory, etc.
2. Responsible for the systematic and timely ordering of equipment and supplies for all mechanical and maintenance operations, with emphasis on preventing damage to facilities.
3. Operate a variety of hand, electric, and air-driven tools.
4. Establish a preventative maintenance program for the prevention of malfunctions and parts breakdowns by systematically and periodically checking facility equipment and their systems.
5. Responsible for HVAC operations of all City buildings including: initial start-up and season shut down, initial and periodic cleaning and testing, filters and air circulating equipment, and other maintenance and operations problems.
6. Responsible for upkeep of and maintaining inventory supplies of ~~park~~ restroom and cleaning products.
7. Make recommendations for equipment purchases that will enhance the performance of the position and function of and assist in the preparation of bid specifications for equipment in cooperation with ~~Department~~ staff
8. Responsible for keeping areas and equipment in safe and orderly condition.
9. Instruct and train seasonal and employees in the operation of all mechanical equipment and use of preventative and troubleshooting techniques in cooperation with the
10. Perform other functions such as grass mowing, chemical spraying, and assist in construction projects. Also construct and maintain winter ice surfaces, does winter repair work, ~~maintain zoo animals, etc.~~ and perform all other duties as assigned.
11. May be called in at any time, seven days a week, for emergency work and may be required to work overtime in emergency situations.

Desired Minimum Qualifications:

Education and Experience – The position requires that the applicant be a high school graduate or have an equivalent GED. HVAC training is required, and other related building mechanical training (electrical, plumbing, etc.) is desirable. Experience in parks maintenance is preferred. Must be able to demonstrate some mechanical aptitude.

Parks Facilities Manager

Position Description

Page 2 of 2

Necessary Knowledge, Skills, and Abilities:

1. Possess good working knowledge of tools, equipment, materials, methods, and practices used in a variety of maintenance and repair operations on building and mechanical equipment.
2. Know mechanical principles by which equipment operates both in the maintenance and repair of facilities and in the design and construction of specialized and related systems.
3. Ability to organize supply inventories plus compiling and maintaining repair logs for each park facility.
4. Understand preventative maintenance philosophies and maintenance programs.
5. Able to diagnose problems and to schedule proper repair work.
6. Have or obtain general HVAC knowledge and experience with various building mechanical systems.
7. Understand and follow oral and written instructions.
8. Establish and maintain effective working relationships with employees and the general public.
9. Must possess a valid Wisconsin Drivers License & be able to operate a standard transmission vehicle.

Special Requirements – Employee will attend the needed workshops and/or schools to gain knowledge and proficiency in the performance of the duties and responsibilities of this position.

Because the duties of this job can be demanding, the employee may be required to pass a physical examination. In addition, a drug screening may also be conducted.

Tools and Equipment Used – Motorized vehicles for facility maintenance; power and hand tools for facility mechanical system work; carpenter's tools including drills, saws, air tools, and other tools required for minor repairs and routine maintenance of buildings and equipment; calculator and phone; mobile or portable radio.

Physical Demands - The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to fingers; handle, feel, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl; walk, sit, and talk or hear. The employee must frequently lift and/or move up to 25 pounds and occasionally lift weights up to 100

pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

Ability to meet these demands will be determined by the Occupational Health personnel at St. Clare Hospital.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works near moving mechanical parts and in various outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes and/or toxic or caustic chemicals. The noise level in the work environment is moderately noisy.

Selection Guidelines: Formal application, rating of education and experience; oral interview and reference check; job related tests might be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

NBO - 1

The City of Baraboo, Wisconsin

Background: As part of the discussions for the annual budget preparation, the City Council has considered a street light special charge that will aid in the annual cost recovery for operating and maintenance of street lights in the City of Baraboo. The Village of Prairie du Sac has had this charge in place for several years and the ordinance that is up for consideration is modeled after the one used in Prairie du Sac. The charge would be billed to accounts through the City's utility billing system. The annual revenue through this charge is estimated to be \$140,500. The City Council discussed this option during the Committee of the Whole on October 8, 2019 and the consensus was to bring an ordinance forward for consideration.

Fiscal Note: (check one) ☒ Not Required ☐ Budgeted Expenditure ☐ Not Budgeted **Comments:**

THE COMMON COUNCIL OF THE CITY OF BARABOO, WISCONSIN, DO
ORDAIN AS FOLLOWS:

1. Section 3.17 of the Baraboo Municipal Code of Ordinance is hereby adopted as follows:

3.17 STREET LIGHT SYSTEM SPECIAL CHARGE.

- (1) PURPOSE AND AUTHORITY. The Common Council finds that it is in the best interest of the citizens that the City have a street light system. The Council further finds that the street light system benefits each and every improved property within the City. The Council has therefore determined that it is fair, appropriate and reasonable that the costs of the street light system be paid for by all of the Improved Lots in the City through the imposition of a special charge as provided for in this ordinance. In promulgating the regulations contained in this ordinance, the City is acting pursuant to authority granted to it by Wisconsin Statutes, including, but not limited to, § 66.0627, Wis. Stats.
- (2) DEFINITIONS. As used in this ordinance, the following terms shall have the following meanings:
 - (a) "Improved Lot" means each tax parcel of land that has located thereon improvements such as a building, garage, shed, storage facility, or any other type of structure providing housing, storage, or any type of service of use. Improved Lots may have located thereon Residential Unit(s) and/or Non-Residential Unit(s).
 - (b) "Residential Unit(s)" means single-family and two-family dwelling units. The number of Residential Units shall equal the number of such dwelling units located on an Improved Lot.
 - (c) "Non-Residential Unit(s)" means industrial, commercial, institutional, and three- or more multifamily units located on an Improved Lot.
 - (d) "Recovery Amount" means the costs for the operation and maintenance of the City's street light system for the twelve month

period beginning December 1 and ending on November 30 of the following year.

- (e) "Street light system" means all street lighting facilities and equipment that produce light for the benefit of the community that are operated and maintained, or authorized to be operated and maintained, by or on behalf of the City.

(3) CHARGES AND INVOICING.

- (a) The basis for computation of the special charge for the street light system to Improved Lots within the City is established under this section. Such charges are based on the total number of Residential Units and/or Non-Residential Units located on each Improved Lot. A schedule of current charges shall be maintained and on file in the office of the City Engineer.
- (b) The Recovery Amount shall be determined for each calendar year, based on the total cost of operation and maintenance of the Street Light System for the preceding twelve month period. The total amount of the annual Recovery Amount shall be determined as of December 1st of each year insofar as practicable.
- (c) Once the total Recovery Amount has been determined as provided for in (b), above, it shall be divided by the total of (i) the number of Residential Units located on all Improved Lots in the City and (ii) the number of Non-Residential Units located on Improved Lots in the City, multiplied by a factor of 2.0. The resultant is herein referred to as the Base Charge per Unit. $(BC=RA/(R + 2NR))$.
- (d) The Base Charge to each Improved Lot shall equal (i) the sum of the Base Charge for each Residential Unit thereon and/or (ii) the sum of the Base Charge for each Non-Residential Unit thereon, multiplied by a factor of 2.0.
- (e) Base Charges shall be invoiced to the owner of the Improved Lot on a quarterly basis in conjunction with the City's utility bill, with each invoice being for one-fourth of the total Base Charge due from the Improved Lot.

(4) PAYMENT, LIEN, LATE PAYMENT PENALTY.

- (a) Street light system charges shall be payable upon receipt and shall not be payable in installments. If a charge remains unpaid for a period of 20 calendar days after it is payable, the charge shall be deemed delinquent. Such delinquent charges shall be subject to a late payment penalty, which shall be a one-time fee of 3% of the delinquent charges.
- (b) On or before the last day in October in each year, the City shall give notice to the owner of all Improved Lots if payment is in arrears at that time. The notice shall include, but not be limited to, the following information:
 - i. The amount of arrears, including any penalties assessed;
 - ii. That, if not paid in full by the stated date, a penalty of ten

percent (10%) of the amount of arrears shall be added to that amount;

- iii. That, unless paid by the stated date, the arrears with added penalty will be levied against that property and placed on the tax roll as a lien against the property.

- (c) If payment in full is not received on or prior to the stated date, the delinquent amount owed will be forwarded to the County Treasurer for placement on the tax roll.

(5) APPEAL

- (a) A street light system charge may be appealed to the City Finance/Personnel Committee. The appeal must be undertaken by filing a written appeal with the City Clerk on or prior to the due date of the charge and within 10 calendar days of payment of the charge. No appeal can be taken unless the disputed charge has been paid in full. The written appeal shall specify all grounds for challenge to the amount of the charge and shall state the amount that the appellant considers appropriate. Failure to appeal pursuant to this section shall deprive the Finance/Personnel Committee of jurisdiction to hear the appeal.

- (b) In considering an appeal, the Finance/Personnel Committee shall determine whether the charge is fair and reasonable and, in the event the appeal is granted, whether or not a refund is due the appellant and the amount of the refund. The Finance/Personnel Committee may conduct a formal or informal hearing and obtain sufficient facts upon which to make a determination. The decision of the Finance/Personnel Committee shall be based upon the evidence presented to it. The Finance/Personnel Committee shall notify the appellant in writing of its determination and its determination shall be final.

- (6) SEVERABILITY. If any section, provisions or portion of this Ordinance is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this Ordinance shall not be affected thereby.

- (7) SUNSET AND EXPIRATION OF FEE. This ordinance sunsets and repeals at the end of the current annual charge cycle in which the following provisions have been met:

- (a) The City's adoption of a Premier Resort Area Tax, pursuant to §77.994, Wis. Stat., and
- (b) The City Treasurer or designee confirming to the Common Council that there are adequate funds distributed to the City by the Wisconsin Department of Revenue per § 77.9941, Wis. Stat., to offset the revenue that would otherwise have been collected by this special charge.

- 2. This Ordinance shall take effect upon passage and publication as provided by law.

Mayor's Approval: _____

Clerk's Certification: _____

I hereby certify that the foregoing Ordinance was duly passed by the Common Council of the City of Baraboo on the ____ day of _____, 2019, and is recorded on page ____ of volume 37.

City Clerk: _____

NBO - 2

The City of Baraboo, Wisconsin

Background: During the past several meetings the City Council has discussed the possibility of enacting a vehicle registration fee beginning with a discussion at the Public Safety Committee in September, 2015. During the interim, the number of cities that have adopted this fee have steadily increased as it is one of the few fee additions that will not have a negative impact on the City's tax rate or levy limits. The Public Safety Committee met on September 30th and made a recommendation to the Council to consider this fee. The City Council took up further discussion of the fee in their Committee of the Whole meeting on October 8, 2019. At that time there was consensus to bring the ordinance forth for consideration as part of the City's FY 2020 budget development. The fee will generate approximately \$187,500 in its first year.

Fiscal Note: (check one) ☒ Not Required ☐ Budgeted Expenditure ☐ Not Budgeted **Comments:**

THE COMMON COUNCIL OF THE CITY OF BARABOO, WISCONSIN, DO
ORDAIN AS FOLLOWS:

1. Section 3.16 of the Baraboo Municipal Code of Ordinances is hereby created as follows:

3.16 MUNICIPAL VEHICLE REGISTRATION FEE.

- (1) **AUTHORITY.** This ordinance, creating a municipal vehicle registration fee for the City of Baraboo, is adopted pursuant to the authority granted to the City by § 341.35, Wis. Stats., as from time to time amended.
- (2) **PURPOSE.** The purpose of this ordinance is to provide the City of Baraboo a source of revenue to be used for transportation related purposes.
- (3) **DEFINITIONS.** As used in this ordinance, the following terms shall have the following meanings:
 - (a) "Vehicle registration fee" means the municipal vehicle registration fee adopted by the City of Baraboo pursuant to § 341.35, Wis. Stat.
 - (b) "Motor vehicle" means all automobile or motor trucks registered under §341.25(1)(c), Wis. Stat., at a gross weight of not more than 8,000 lbs., registered in the state of Wisconsin and customarily kept in the City of Baraboo.
- (4) **IMPOSITION OF CITY VEHICLE REGISTRATION FEE.**
 - (a) Pursuant to § 341.35, Wis. Stat., an annual flat vehicle registration fee in the amount of twenty dollars (\$20.00) is hereby imposed on all motor vehicles.
 - (b) The City vehicle registration fee shall be paid by the registration applicant at the time that a motor vehicle is first registered and at each time of registration renewal.
 - (c) The City registration fee shall be paid as provided for in §341.35(5),

Wis. Stats.

- (d) The City registration fee shall be in addition to State registration fees.
- (5) ADMINISTRATIVE COSTS. The Wisconsin Department of Transportation shall retain a portion of monies collected equal to the actual administrative costs related to the collection of the City vehicle registration fee. The method for computing the administrative costs will be reviewed annually by the Wisconsin Department of Transportation, as provided in § 341.35, Wis. Stats.
- (6) EXEMPTIONS. The following motor vehicles are exempt from the City vehicle registration fee:
 - (a) All vehicles exempted by Wisconsin Statute Chapter 341 from payment of a State vehicle registration fee.
 - (b) All vehicles registered by the State of Wisconsin under §341.26 for a fee of five dollars (\$5.00).
 - (c) No City vehicle registration fee may be imposed on a motor vehicle which is a replacement for a motor vehicle for which a current City vehicle registration fee has been paid.
- (7) DEPOSIT OF FEE REVENUES. All monies under the applicable statute and this ordinance remitted to the City by the Wisconsin Department of Transportation or other applicable agency shall be deposited into the City's general fund and shall be used solely for paying for transportation related expenses.
- (8) SEVERABILITY. If any section, provisions or portion of this Ordinance is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this Ordinance shall not be affected thereby.
- (9) SUNSET AND EXPIRATION OF FEE. This ordinance sunsets and repeals on December 31 of the calendar year in which the following provisions have been met:
 - (a) The City's adoption of a Premier Resort Area Tax, pursuant to § 77.994, Wis. Stat., and
 - (b) The City Treasurer or designee confirms to the Common Council that there are adequate funds distributed to the City by the Wisconsin Department of Revenue, as provided for by § 77.9941, Wis. Stat., to offset the revenue that would otherwise have been collected by this fee.

2. This Ordinance shall take effect upon passage and publication as provided by law.

I hereby certify that the foregoing Ordinance was duly passed by the Common Council of the City of Baraboo on the ____ day of _____, 2019, and is recorded on page ____ of volume 37.

City Clerk: _____

NBO - 3

The City of Baraboo, Wisconsin

Background: At the September 24, 2019 Finance Committee meeting, the Committee members directed staff to prepare an amendment to Section 2.08 of the City Code in order to reflect an increase in Alderperson's current monthly salary of \$300/month to a proposed amount of \$400/mo. Currently, Alderperson's salary is paid as follows:

- Base Monthly Salary \$100/Month
- Expense Allowance (for attending
Special/Standing Committee Meetings) ... \$150/Month
- General Expense Allowance \$600/Year (or \$50/Month)

In addition to the above amounts, Section 2.07 of the City Code provides an "expense allowance" of \$15 for attending Special and Standing Committee meetings and \$30.00 for attending Board of Review.

At the October 8, 2019 Finance Committee meeting, the members unanimously voted to recommended eliminating the expense allowances altogether in Section 2.08 of the Code (the per meeting expense allowance found in Section 2.07 of the Code would remain the same) and instead creating a base monthly salary of \$400.

Fiscal Note: (check one) ☐ Not Required ☐ Budgeted Expenditure ☒ Not Budgeted
Comments:

THE COMMON COUNCIL OF THE CITY OF BARABOO, WISCONSIN, DO ORDAIN AS FOLLOWS:

1. Section 2.08(2) of the Baraboo Municipal Code is amended as follows:

2.08 SALARY FOR MAYOR AND ALDERPERSONS.

- (2) ALDERPERSON'S SALARY. Effective January 1, 2020, each Alderperson shall receive a base salary of \$400 per month. The City will budget for Alderperson's attendance at the League of Municipalities conference and other similar training sessions, plus an expense allowance of \$150 per month for attending meetings of any Standing or Special Committee of the Council, regardless of the number of meetings or hours involved. In addition, where an Alderperson is a regular member of any of the Boards or Commissions enumerated in Subchapter II of Chapter 1 of this Code and attends a meeting of such Board or Commission, the Alderperson shall be paid the expense allowance provided in §2.07(1) of this Code. Each Alderperson shall further receive \$600 per year as a general expense allowance, plus such additional expenses or per diem allowances as are specifically authorized by this Code or by resolution of the Common Council. (1686 04/21/93, 1598 04/09/91, 1597 04/09/91, 1527 12/13/88, 1788 03/14/95, 2212 10/25/2005, xxxxxx)

I hereby certify that the foregoing Ordinance was duly passed by the Common Council of the City of Baraboo on the ____ day of _____, 20__, and is recorded on page ____ of volume ____.

City Clerk: _____

BANK BALANCE							Bank																	
BANK INVESTMENTS	Type	Fund	Account	Term	Maturity	Rate	BNB	LGIP	WF/JB	CFB	SUM	BWD	PDS	FBB	RCB	CLARE	WCCU	ICB	CCF	BMO	FICA	SCHWAB	Grand Total	
Alma Waite Account	NOW account	820	104502957	Daily		0.49%	23,848.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	23,848.95	
Alma Waite Trust Fund	Cert of Deposit	820	6275826	36 months	7/8/21	2.85%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	160,000.00	0.00	0.00	0.00	0.00	160,000.00	
			6295215	36 months	10/16/19	1.35%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	125,000.00	0.00	0.00	0.00	0.00	125,000.00	
			3861228	33 months	11/21/20	*2.05%	0.00	0.00	0.00	0.00	0.00	105,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	105,000.00	
			54962-27444	30 months	8/21/20	1.99%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	103,006.15	0.00	0.00	0.00	0.00	0.00	103,006.15	
			6900492354	31 months	9/22/20	2.25%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	110,000.00	0.00	0.00	110,000.00	
			14890100-102	21 months	6/23/20	2.80%	0.00	0.00	0.00	0.00	151,328.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	151,328.10	
			40032553	30 months	10/16/20	2.45%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	114,070.65	0.00	0.00	114,070.65	
	Investment Pool	820	856206-3	Daily		2.18%	0.00	38,343.73	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	38,343.73	
	Dana Investment	820	3694-7092	(blank)			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250,000.00	
	Checking	220	100934/1146394	Daily		none	10,093.41	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250,000.00	
CDA-Grant Accounts	(blank)	983	(blank)	(blank)			783,136.01	168,560.67	0.00	115,806.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,067,502.69	
Fire Benefit Fund	Investment	900	126966-102	Daily		0.10%	0.00	0.00	0.00	0.00	650.05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	650.05	
	Cert of Deposit	900	6900470891	18 months	6/1/20	2.62%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	80,000.00	0.00	80,000.00	
	Investment Pool	900	856206-4	Daily		2.18%	0.00	19,680.63	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	19,680.63	
Fire Equipment Fund	Cert of Deposit	420	6294952				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
			109465199	24 months	3/23/20	2.16%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	153,240.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	153,240.00	
			30087	36 months	3/28/21	2.47%	0.00	0.00	0.00	155,642.02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	155,642.02	
			14890100-104	27 months	3/20/21	2.97%	0.00	0.00	0.00	0.00	132,594.41	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	132,594.41	
			14890100-103	21 months	6/23/20	2.80%	0.00	0.00	0.00	0.00	151,328.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	151,328.10	
			173747	13 months	6/17/20	2.33%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	151,314.29	0.00	0.00	0.00	151,314.29	
			6380310	9 months	6/19/20	1.75%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	125,000.00	0.00	0.00	0.00	0.00	125,000.00	
			14890100-107	25 months	10/14/21	2.33%	0.00	0.00	0.00	0.00	40,017.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	40,017.88	
	Dana Investment	420	3694-7092	(blank)			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	350,000.00	
Friends of the Library	Savings	940	103035981	Daily		0.10%	24,551.76	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	350,000.00	
General Cash Account	Checking / NOW	100	1000306/9830	Daily		0.41% / 49	563,066.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	563,066.04	
	Deposit Placermer	100	101066015	Daily		0.49%	0.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.01	
General Fund	Money Market	100	908-640	Daily		0.25%	0.00	0.00	204,675.02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	204,675.02	
			86190136	Daily		1.15%	0.00	0.00	0.00	962,294.43	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	962,294.43	
			163563	Daily		1.35%	0.00	0.00	0.00	0.00	132,437.45	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	132,437.45	
			7481010	Daily		0.77%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	221,165.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	221,165.88	
			471582	Daily		1.00%	0.00	0.00	0.00	0.00	261,973.48	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	261,973.48	
			10080968	Daily		1.00%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	644,245.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	644,245.99	
			525450	Daily		0.60%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	264,465.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	264,465.33	
			54962-07	Daily		0.90%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	27,782.32	0.00	0.00	0.00	0.00	0.00	27,782.32	
			5031443	Daily		0.79%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	74,321.39	0.00	0.00	0.00	0.00	74,321.39	
			20323292	Daily		1.00%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	260,220.92	0.00	0.00	0.00	260,220.92	
			3061232	Daily		1.15%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	105,113.80	0.00	0.00	0.00	105,113.80	
			3846829	24 months	9/12/21	2.05%	0.00	0.00	0.00	0.00	150,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150,000.00	
			109508099	24 months	6/08/20	2.45%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150,000.00	
			109507299	18 months	12/8/19	2.36%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	125,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	125,000.00	
			40032552	24 months	4/6/20	2.30%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150,000.00	0.00	0.00	0.00	150,000.00	
			1800441	24 months	9/12/20	2.40%	0.00	0.00	0.00	150,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150,000.00	
			1800522	18 months	3/20/20	2.33%	0.00	0.00	0.00	100,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100,000.00	
			0100	16 months	2/22/20	2.48%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150,000.00	0.00	0.00	0.00	0.00	0.00	150,000.00	
			7758000603	12 months	12/7/19	2.65%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150,000.00	0.00	0.00	150,000.00	
			14890100-100	27 months	5/25/21	2.97%	0.00	0.00	0.00	0.00	152,681.27	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	152,681.27	
			1802640	12 months	7/25/20	2.50%	0.00	0.00	0.00	150,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150,000.00	
			6375642	13 months	7/25/20	2.35%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150,000.00	0.00	0.00	0.00	0.00	150,000.00	
			1386300	14 months	10/21/20	2.31%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	125,000.00	0.00	0.00	0.00	0.00	0.00	0.00	125,000.00	
	Investment Pool	100	856206-1	9 months	5/28/20	2.05%	0.00	0.00	0.00	125,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	125,000.00	
			856206-1	Daily		2.18%	0.00	1,251,865.97	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,251,865.97	
	Deposit Placermer	100	104791111271	Daily		1.96%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,255,667.93	0.00	1,255,667.93	
			10090686	Daily		0.85%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	978,249.67	0.00	0.00	0.00	0.00	0.00	0.00	978,249.67	
	Dana Investment	100	3694-7092	(blank)			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000,000.00	
General Fund-Bond Issue	Money Market	100	104557859	Daily		2.41%	358,299.35																	

TREASURER'S INVESTMENT REPORT for September 2019

Average Rate of Return on Current Deposits					Benchmarks:	
		Avg Term				
Total Receipts:	87,103.06	General Funds:	7.8 M	1.76%	LGIP	2.18%
		Utility Funds:	11.9 M	1.71%		
		Segregated Funds:	24.6 M	2.26%	90-day T-bill:	1.88%
Total Disbursements:	1,511,395.63	Securities w/Dana	4.31 years	2.55%		
		All Funds:	13.0 M	1.92%	6M CD:	1.04%
		Liquid:	56%	12M CD:	1.41%	
		Term:	44%	18M CD	1.78%	

Policy Objectives:

- | | |
|------------|---|
| Safety: | ▪ \$2,775,000 has been invested in marketable securities with Dana Investments, these are not guaranteed. |
| Liquidity: | ▪ May hold off on reinvesting in CDs, until rates stabilize |
| Yield: | ▪ Yields are falling |

TRANSACTIONS

TRANSACTIONS											
#	Action	Type	Identification	Bank	Acct #	Note	Term	Maturity Date	Rate	Amount	Interest
(1)	Reinvest	CD	General Fund	BWD	3846829		24 Mo	9/12/2019	1.45%	150,000.00	Pd to MM
					3846829		24 Mo	9/12/2021	2.05%	150,000.00	Pd to MM

Comments:

(2)	Renew	CD	Fire Equipment	ICB	6294952	36 mos	9/13/2019	1.35%	135,219.72	Reinvest
					6380310	9 mos	6/19/2020	1.75%	125,000.00	Reinvest

Comments: Withdraw \$10,000 to add to the new CD at Summit

(3)	NEW	CD	Fire Equipment	SUM	14890100-107	25 mos	10/24/2021	2.33%	40,000.00	Reinvest
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Comments:

INVESTMENT ADVISOR TRANSACTIONS

#	Action	Type	Identification	Price	Rating	Note	Term/WAL	Maturity Date	Yield to Worst		
									Yield - Maturity	Amount	Interest
(1)	CALLED	FMAC	3134GBRB0	99.0660	AA+	Step coupon	3 years	6/5/2020	2.60%	200,000.00	Quarterly

Comments: Called after 15 mos 13 days. Earned 2.6%

(2)	BUY	SBA	83164MU72	100.0000	NR	Adjustable rate (quarterly)	4.32 years 14% Prepay	12/25/1934	2.51% /2.53%	\$200,000.00	Monthly
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Comments: Monthly principal payments

Dana Investment Advisors, Inc.
Performance Report
Gross of Fees



From June 28, 2019 to September 30, 2019

Portfolio: 2493 - City of Baraboo Reserve Funds

	<u>Market</u>	<u>Cost</u>
Portfolio Value on 06/28/2019	\$2,779,710.90	\$2,789,269.62
Contributions/Withdrawals	(\$14,881.39)	(\$14,881.39)
Interest	\$19,381.92	\$19,381.92
Dividends	\$0.00	\$0.00
Unrealized Gain/Loss	\$7,869.51	\$0.00
Realized Gain/Loss	(\$2,710.49)	(\$3,317.21)
Change in Accrued Income	\$1,130.90	\$1,130.90
Portfolio Value on 09/30/2019	\$2,790,501.35	\$2,791,583.84
Total Gain	\$25,671.84	\$17,195.61
 Annualized Cash Flow Yield		 2.47 %

The information set forth above is based upon information believed to be accurate and reliable but we do not guarantee its accuracy.

Dana Investment Advisors, Inc.

PORTFOLIO HOLDINGS



Report as of: 09/30/2019

Portfolio: 2493 - City of Baraboo Reserve Funds

Shares/ PAR	Identifier	Description	Unit Cost	Current Cost	Price	Market Value	Pct. Assets	Income Accrued	Cur. Yield
Cash									
Short Term Investments									
Cash Equivalents									
	000009	Cash - Money Fund		11,211.72		11,211.72	.40	.00	.18
169,143.08	SNVXX	Schwab Govt Money Fund	1.00	169,143.08	1.00	169,143.08	6.08	.00	1.67
		Total Cash Equivalents		180,354.80		180,354.80	6.49	.00	1.58
		Total Short Term Investments		180,354.80		180,354.80	6.49	.00	1.58
		Total Cash		180,354.80		180,354.80	6.49	.00	1.58
Bonds									
Agency Bonds									
Adjustable Rate Agency									
FHLMC Step Coupon Agency									
150,000	3134G76T3	FREDDIE MAC 2% Due 11/27/2020	98.81	148,215.00	100.19	150,277.50	5.41	1,025.00	2.00
150,000.00		Total FHLMC Step Coupon Agency		148,215.00		150,277.50	5.41	1,025.00	2.00
		Total Adjustable Rate Agency		148,215.00		150,277.50	5.41	1,025.00	2.00
Fixed Rate Agency									
FHLB Fixed Rate Agency									
150,000	3130ACGX6	FEDERAL HOME LOAN BANK 2% Due 09/27/2021	100.01	150,015.00	99.95	149,919.00	5.39	25.00	2.00
150,000.00		Total FHLB Fixed Rate Agency		150,015.00		149,919.00	5.39	25.00	2.00
FHLMC Fixed Rate Agency									
150,000	3134GBSW3	FREDDIE MAC 1.75% Due 12/22/2020	100.00	150,000.00	99.90	149,848.50	5.39	714.58	1.75
150,000.00		Total FHLMC Fixed Rate Agency		150,000.00		149,848.50	5.39	714.58	1.75
		Total Fixed Rate Agency		300,015.00		299,767.50	10.78	739.58	1.88
		Total Agency Bonds		448,230.00		450,045.00	16.19	1,764.58	1.92
Mortgage Bonds									
Adjustable Rate Mortgages									
FHLMC - Adjustable Rate Mortgages									
12,460.23	31300MPF4	FH 849422 4.59% Due 02/01/2043	104.31	12,997.59	103.80	12,933.84	.47	94.85	4.42
22,425.44	31300MWE9	FH 849645 4.692% Due 06/01/2043	104.81	23,504.65	104.18	23,363.27	.84	174.71	4.50
34,055.38	31347AH72	FH 840254 4.632% Due 07/01/2043	103.75	35,332.45	104.29	35,516.02	1.28	260.53	4.44
49,078.22	31347ATG9	FH 840551 4.252% Due 03/01/2045	103.19	50,642.60	104.13	51,103.82	1.84	358.04	4.08
118,019.26		Total FHLMC - Adjustable Rate Mortgages		122,477.29		122,916.95	4.42	888.13	4.30
FNMA - Adjustable Rate Mortgages									
77,021.81	3140J7UU7	FN BM3294 4.731% Due 06/01/2042	103.69	79,861.98	104.29	80,327.58	2.89	293.54	4.54
32,711.11	3138XMRB8	FN AV9481 4.115% Due 07/01/2043	103.56	33,876.40	102.60	33,563.13	1.21	108.43	4.01
15,524.03	3138ETLW4	FN AL8440 4.481% Due 07/01/2044	103.50	16,067.36	104.29	16,189.67	.58	56.04	4.30
29,539.99	3138ERWF3	FN AL9645 4.468% Due 07/01/2044	103.75	30,647.75	103.59	30,599.00	1.10	106.32	4.31
154,796.93		Total FNMA - Adjustable Rate Mortgages		160,453.49		160,679.38	5.78	564.33	4.36
GNMA - Adjustable Rate Mortgages									
67,081.22	36225CX92	G2 80703 3.625% Due 06/20/2033	103.12	69,177.50	103.25	69,263.51	2.49	195.89	3.51
77,533.42	36225C4B9	G2 80817 4% Due 01/20/2034	103.34	80,125.93	103.23	80,040.54	2.88	249.83	3.87
46,477.56	36225EN40	G2 82210 4.125% Due 11/20/2038	102.75	47,755.72	103.50	48,102.74	1.73	154.44	3.99
53,417.87	36225EQ47	G2 82274 4% Due 01/20/2039	102.63	54,820.10	103.64	55,361.69	1.99	172.12	3.86
57,879.56	36225EUG5	G2 82382 3.75% Due 09/20/2039	102.69	59,435.09	103.69	60,013.93	2.16	174.84	3.62
37,901.07	36225EVG4	G2 82414 4.125% Due 10/20/2039	103.81	39,346.05	103.56	39,251.11	1.41	125.94	3.98
136,956.82	36179SVH7	G2 MA4216 2% Due 01/20/2047	100.75	137,984.00	101.82	139,452.45	5.02	220.65	1.96
477,247.53		Total GNMA - Adjustable Rate Mortgages		488,644.39		491,485.97	17.68	1,293.71	3.27
		Total Adjustable Rate Mortgages		771,575.17		775,082.30	27.88	2,746.17	3.66
		Total Mortgage Bonds		771,575.17		775,082.30	27.88	2,746.17	3.66

Dana Investment Advisors, Inc.

PORTFOLIO HOLDINGS



Report as of: 09/30/2019

Portfolio: 2493 - City of Baraboo Reserve Funds

Shares/ PAR	Identifier	Description	Unit Cost	Current Cost	Price	Market Value	Pct. Assets	Income Accrued	Cur. Yield
Small Business Administration Bonds									
Adjustable Rate - SBAs									
Prime Rate									
30,426.51	83164KNU3	SBA 508503 4.825% Due 12/25/2024	105.69	32,157.02	101.47	30,872.90	1.11	242.35	4.76
194,196.91	83164FVQ4	SBA 505123 3.25% Due 12/25/2025	100.19	194,561.04	100.55	195,274.32	7.03	1,043.98	3.23
78,316.12	83164JF50	SBA 507388 4% Due 10/25/2030	104.13	81,546.66	101.05	79,137.42	2.85	514.98	3.96
149,112.03	83164MUT4	SBA 510494 3.15% Due 05/25/2031	100.88	150,416.76	100.71	150,169.83	5.40	378.37	3.13
131,567.10	83165ABR4	SBA 521648 3.35% Due 09/25/2034	100.25	131,896.00	99.80	131,297.79	4.72	723.92	3.36
200,000	83164MU72	SBA 510506 2.85% Due 12/25/2034	100.00	200,000.00	101.54	203,080.00	7.31	459.17	2.81
47,876.13	83164LFB2	SBA 509162 4.825% Due 12/25/2036	106.44	50,958.18	103.64	49,616.62	1.79	379.19	4.66
74,689.47	83164LSA0	SBA 509513 4% Due 06/25/2039	106.00	79,170.85	101.23	75,607.48	2.72	490.32	3.95
52,123.55	83164LSW2	SBA 509533 4.105% Due 07/25/2039	104.25	54,338.81	100.03	52,140.65	1.88	351.16	4.10
90,456.48	83164LXM8	SBA 509684 4.25% Due 06/25/2040	105.81	95,714.24	101.78	92,066.97	3.31	630.86	4.18
149,660.55	83164MUL1	SBA 510487 2.9% Due 10/25/2044	100.00	149,660.55	101.78	152,322.12	5.48	349.62	2.85
1,198,424.85		Total Prime Rate		1,220,420.11		1,211,586.10	43.59	5,563.92	3.41
		Total Adjustable Rate - SBAs		1,220,420.11		1,211,586.10	43.59	5,563.92	3.41
Fixed Rate - SBAs									
Prime Rate									
145,690.23	83164MSW0	SBA 510433 3% Due 06/25/2029	100.37	146,236.56	102.04	148,665.95	5.35	719.01	2.94
145,690.23		Total Prime Rate		146,236.56		148,665.95	5.35	719.01	2.94
		Total Fixed Rate - SBAs		146,236.56		148,665.95	5.35	719.01	2.94
		Total Small Business Administration Bonds		1,366,656.67		1,360,252.05	48.94	6,282.93	3.36
		Total Bonds		2,586,461.84		2,585,379.35	93.01	10,793.68	3.20
Total Portfolio				2,766,816.64		2,765,734.15			
Paydown Receivable				13,973.52		13,973.52			
Interest Accrued				10,793.68		10,793.68			
Dividends Accrued				0.00		0.00			
Total Portfolio with Accruals & Receivables				2,791,583.84		2,790,501.35			

The market prices shown on these pages represent the last reported sale on the stated report date as to listed securities or the bid price in the case of over-the-counter quotations. Prices on bonds and some other investments are based on round lot price quotations and are for evaluation purposes only and may not represent actual market values. Bonds sold on an odd lot basis (less than \$1 million) may have a dollar price lower than the round lot quote. Where no regular market exists, prices shown are estimates by sources considered reliable by Dana Investment Advisors. While the prices are obtained from sources we consider reliable, we cannot guarantee them. Dana Investment Advisors is not a custodian. Clients should be receiving detailed statements from their custodian at least quarterly. While Dana Investment Advisors regularly reconciles to custodian information, we encourage clients to review their custodian statement(s).

City of Baraboo
Taxi
Balance Sheets
September 30, 2019 and December 31, 2018

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Assets:		Year to Date	December 31, 2018
Cash	A	\$ 25,010.04	\$ 9,464.39
Due from State		-	38,551.36
Total Assets		\$ 25,010.04	\$ 48,015.75
Liabilities and Fund Equity:			
Liabilities:			
Accounts Payable		-	24,884.28
Due to Taxi Operator		-	500.00
Due to State		13,961.60	13,961.60
Def Revenue-Expenditure Grant		-	7,160.00
Total Liabilities		\$ 13,961.60	\$ 46,505.88
Fund Equity:			
Fund Balance		(7,170.44)	(14,667.06)
Assigned - Capital Equipment		8,680.31	8,680.31
Net Revenue (Expenditures)		9,538.57	7,496.62
Total Fund Equity		11,048.44	1,509.87
Total Liabilities and Fund Equity		\$ 25,010.04	\$ 48,015.75
		-	-

A Cash is typically negative as this is a reimbursement grant. A reimbursement grant provides funding to grant recipients after expenses have been incurred. The City essentially fronts the cash from the general fund and receives reimbursement from the Wisconsin Department of Transportation during the 3rd quarter, and after year end.

Taxi

**Income Statement with Comparison to Budget
For The Nine Months Ending September 30, 2019**

	<u>Current Month</u>	<u>Year to Date</u>	<u>Budget</u>	<u>Percentage of Budget</u>
Revenues:				
Operating:				
Taxi Grant - Federal	\$ -	\$ 94,647.10	\$ 171,438.00	55.21
Taxi Grant - State	-	93,549.00	94,307.00	99.20
Taxi Fares	39,149.00	191,757.50	270,000.00	71.02
Taxi Agency Fares	-	-	-	-
Total Operating Revenue				
Capital:				
Taxi Capital Grant	-	28,940.80	58,541.00	49.44
Sale of Assets	-	-	2,400.00	-
Sale of Assets - Contra	-	-	-	-
Refund of Prior Years Expense	-	-	-	-
Transfer from General Fund	-	-	5,000.00	-
Fund Balance Applied	-	-	7,235.00	-
Total Capital Revenue				
Total Revenues	<u>39,149.00</u>	<u>408,894.40</u>	<u>608,921.00</u>	67.15
Expenditures:				
Operating:				
Income Continuation				
Publishing	-	21.88	25.00	87.52
Repair & Maint Service-Vehicle	-	-	-	-
Special Services	-	-	-	-
Other Contracted Services	89,037.25	357,959.03	532,865.00	67.18
Contra (Package Delivery)	-	-	(150.00)	-
Publications. Training. Dues	-	-	-	-
Operating Supplies	13.82	14.91	5.00	298.20
Other Supplies & Expense	-	-	-	-
Total Operating Expenditures				
Capital:				
Vehicle Purchase	31,000.00	36,260.50	73,176.00	49.55
Total Capital Expenditures				
Total Expenditures	<u>121,126.92</u>	<u>399,355.83</u>	<u>608,921.00</u>	65.58
Net Revenues (Expenditures)	<u>\$ (81,977.92)</u>	<u>\$ 9,538.57</u>	<u>\$ -</u>	

City of Baraboo
3rd Quarter Financial Report
September 30, 2019

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Funds 100, General Fund; 430, Capital Projects; 432, Special Assessment Projects							
	Function	12/31/2019 Original Budget	Budget Adjustment Increase/ (Decrease)	12/31/2019 Total Budget	09/30/2019 Actual	% of Budget Should be 75	Comment
<u>General Government</u>							
General Fund	Council	40,819.00	-	40,819.00	29,915.65	73.29	
General Fund	Mayor	13,773.00	-	13,773.00	9,268.74	67.30	
General Fund	Data Processing	77,875.00	6,688.00	84,563.00	50,652.11	59.90	
General Fund	Ambulance	288,408.00	-	288,408.00	288,408.00	100.00	The ambulance apportionment payments are made in 2 installments January and July. 100% is reasonable
General Fund	Airport	39,342.00	-	39,342.00	39,342.00	100.00	The City pays 1 lump sum during 1st quarter. 100% is reasonable.
General Fund	Cemetery	29,000.00	-	29,000.00	29,000.00	100.00	The City pays 1 lump sum during 1st quarter. 100% is reasonable.
General Fund	Cultural Expense	-	-	-	-	-	
General Fund	Celebrations & Entertainment	1,370.00	-	1,370.00	1,135.52	82.88	Flag order reimbursement to American Legion paid in April each year. 83% is reasonable.
General Fund	Cable TV	32,000.00	-	32,000.00	21,333.36	66.67	
General Fund	UW Campus	102,500.00	-	102,500.00	102,500.00	100.00	The City pays 1 lump sum during 1st quarter. 100% is reasonable.
General Fund	Sauk County Development	10,000.00	-	10,000.00	10,000.00	100.00	The City pays 1 lump sum during 1st quarter. 100% is reasonable.
General Fund	Pink Lady Rail Commission	500.00	-	500.00	500.00	100.00	The City pays 1 lump sum during 1st quarter. 100% is reasonable.
General Fund	Contingency	38,810.00	-	38,810.00	-	-	
General Fund	Transfer to Debt Service	-	-	-	-	-	
General Fund	Transfer to TIF	-	-	-	-	-	
General Fund	Transfer to Capital Projects	-	-	-	-	-	
Capital Projects	Principal on Notes	-	-	-	-	-	
Capital Projects	Debt Issuance Costs	-	-	-	-	-	
Capital Projects	Transfer to Debt Service	-	-	-	-	-	
Special Assessment Projects	General Government	-	-	-	-	-	
Special Assessment Projects	General Government	-	-	-	-	-	
General Government Total		674,397.00	6,688.00	681,085.00	582,055.38	85.46	

City of Baraboo
3rd Quarter Financial Report
September 30, 2019

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Funds 100, General Fund; 430, Capital Projects; 432, Special Assessment Projects							
	Function	12/31/2019 Original Budget	Budget Adjustment Increase/ (Decrease)	12/31/2019 Total Budget	09/30/2019 Actual	% of Budget Should be 75	Comment
<u>Finance Department</u>							
General Fund	City Clerk	116,759.00	-	116,759.00	75,442.79	64.61	
General Fund	Elections	33,873.00	-	33,873.00	14,901.63	43.99	
							CIVIC Systems 1st and 2nd semi-annual software support payments made January and July. Also CIVIC Systems final payment for software contract paid in January. 76% is reasonable.
General Fund	Finance	300,784.00	-	300,784.00	227,958.20	75.79	
General Fund	Independent Auditing	45,450.00	-	45,450.00	33,345.00	73.37	
General Fund	City Treasurer	97,786.00	-	97,786.00	72,545.51	74.19	
							Tyler Technologies, Inc. budget is at 85% for the year. Do not anticipate Tyler running over. 79% is reasonable.
General Fund	Assessment	42,648.00	-	42,648.00	33,480.42	78.50	
General Fund	Municipal Bldg	-	-	-	-	-	
							Utilities are 90% of budget. Anticipate having to make budget amendment utilizing Fund Balance during 4th Quarter. Fund balance applied of \$12K was factored into 2020 budget - use of fund balance during 2019.
General Fund	Municipal Building	164,720.00	(3,013.00)	161,707.00	125,088.58	77.36	77% is reasonable
							League of Wisconsin membership dues paid in lump sum during the 1st quarter. 100% is reasonable.
General Fund	Other General Government	2,940.00	-	2,940.00	2,937.11	99.90	
General Fund	Illegal Taxes, Tax Refund	863.00	-	863.00	411.31	47.66	
							Auto physical damage, boiler and property insurance all paid in lump sum during 1st quarter. Roughly 100% is reasonable.
General Fund	Property Insurance	96,195.00	-	96,195.00	95,865.00	99.66	
General Fund	Liability Insurance	14,634.00	-	14,634.00	4,248.85	29.03	
							Worker's Compensation insurance is paid in lump sum during 1st quarter. 93% is reasonable.
General Fund	Worker's Compensation	189,789.00	-	189,789.00	176,570.00	93.03	
							Wisconsin Department of Agriculture Trade & Consumer Protection for Weights and Measures. Typically paid in May each year. 100% is reasonable.
General Fund	Sealer of Weights & Measures	4,400.00	-	4,400.00	4,400.00	100.00	

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Funds 100, General Fund; 430, Capital Projects; 432, Special Assessment Projects							
	Function	12/31/2019 Original Budget	Budget Adjustment Increase/ (Decrease)	12/31/2019 Total Budget	09/30/2019 Actual	% of Budget Should be 75	Comment
General Fund	Taxi Transportation	5,000.00	-	5,000.00	-	-	
							USDA payments to CDA during 1st quarter. Community Development cost allocation to City is \$2,350 below budget, and there's a slight overrun with interest of \$20. Budget amendment will be made in 4th quarter. 100% is reasonable.
Capital Projects	PS/Admin Building	503,119.00	-	503,119.00	505,488.30	100.47	
Capital Projects	PS/Admin Building	-	5,356.00	5,356.00	-	-	
Finance Department Total		1,363,345.00	39,943.00	1,403,288.00	1,165,937.01	83.09	

City of Baraboo
3rd Quarter Financial Report
September 30, 2019

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<div> <div>Funds</div> <div>100, General Fund;</div> <div>430, Capital Projects;</div> <div>432, Special Assessment Projects</div> </div>							
	Function	12/31/2019 Original Budget	Budget Adjustment Increase/ (Decrease)	12/31/2019 Total Budget	09/30/2019 Actual	% of Budget Should be 75	Comment
<u>City Attorney</u>							
General Fund	City Attorney	132,963.00	-	132,963.00	86,517.78	65.07	
	City Attorney Total	132,963.00	-	132,963.00	86,517.78	65.07	
<u>City Administrator</u>							
General Fund	Administration	210,927.00	2,500.00	213,427.00	161,447.70	75.65	Pass
General Fund	Personnel/Safety	6,350.00	19,000.00	25,350.00	8,233.22	32.48	
General Fund	Planning	5,707.00	-	5,707.00	1,605.00	28.12	
	City Administrator Total	222,984.00	21,500.00	244,484.00	171,285.92	70.06	
<u>Economic Development</u>							
General Fund	Economic Development	61,357.00	(3,500.00)	57,857.00	14,625.34	25.28	
	Economic Development Total	61,357.00	(3,500.00)	57,857.00	14,625.34	25.28	
<u>Police Department</u>							
General Fund	Police Department	2,838,833.00	(5,309.00)	2,833,524.00	2,078,742.55	73.36	
General Fund	Departmental Services	609,558.00	-	609,558.00	313,287.11	51.40	
General Fund	Records & Support	381,574.00	-	381,574.00	265,606.37	69.61	
General Fund	Canine Unit	13,165.00	-	13,165.00	1,166.88	8.86	
General Fund	Animal Control	2,250.00	-	2,250.00	475.49	21.13	
Capital Projects	Police Department	-	-	-	-	-	
	Police Department Total	3,845,380.00	(5,309.00)	3,840,071.00	2,659,278.40	69.25	

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September 30, 2019

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Funds 100, General Fund; 430, Capital Projects; 432, Special Assessment Projects							
	Function	12/31/2019 Original Budget	Budget Adjustment Increase/ (Decrease)	12/31/2019 Total Budget	09/30/2019 Actual	% of Budget Should be 75	Comment
<u>Fire Department</u>							
General Fund	Fire Station	44,202.00	-	44,202.00	33,550.54	75.90	Pass
							Alliant Energy (electric and heat) for January through August. The ambulance has been invoiced for their share of the utilities. When payment is received, the payment will be applied to this line, offsetting the expense.
General Fund	Alma Waite Annex	1,400.00	-	1,400.00	1,891.09	135.08	
General Fund	Fire Protection	674,245.00	9,393.00	683,638.00	420,659.38	61.53	
General Fund	Hydrant Rental	289,307.00	-	289,307.00	-	-	
General Fund	Emergency Management	8,634.00	-	8,634.00	1,874.70	21.71	
General Fund	Transfer to Capital Fund	200,000.00	-	200,000.00	-	-	
Capital Projects	Fire Protection	-	-	-	-	-	
	Fire Department Total	1,217,788.00	9,393.00	1,227,181.00	457,975.71	37.32	
<u>Inspection & Zoning</u>							
General Fund	Building Inspection	112,104.00	75.00	112,179.00	38,390.54	34.22	
General Fund	Zoning	752.00	-	752.00	328.33	43.66	
	Inspection & Zoning Total	112,856.00	75.00	112,931.00	38,718.87	34.29	

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September 30, 2019

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Funds 100, General Fund; 430, Capital Projects; 432, Special Assessment Projects							
	Function	12/31/2019 Original Budget	Budget Adjustment Increase/ (Decrease)	12/31/2019 Total Budget	09/30/2019 Actual	% of Budget Should be 75	Comment
<u>Engineering</u>							
General Fund	Mapping & Engineering Support	192,156.00	500.00	192,656.00	129,223.32	67.07	
							Sauk County Highway Department January bridge inspection and railroad bridge maintenance are the only activities in this account, thus far. \$11 overrun. Budget amendment will be made during 4th quarter. 100% is reasonable.
General Fund	Bridges	1,500.00	3,500.00	5,000.00	5,011.39	100.23	
General Fund	Sidewalk Repair	56,764.00	-	56,764.00	6,913.36	12.18	
General Fund	Railroad Repairs	-	-	-	-	-	
General Fund	New Streets - Aidable	11,788.00	232,000.00	243,788.00	-	-	
General Fund	New Sidewalks	16,667.00	-	16,667.00	643.68	3.86	
Capital Projects	Bridges	-	-	-	-	-	
Capital Projects	Railroad Repairs	-	-	-	-	-	
Capital Projects	New Streets - Aidable	1,364,041.00	-	1,364,041.00	361,870.39	26.53	
Capital Projects	New Sidewalk	14,300.00	-	14,300.00	-	-	
Capital Projects	Transfer to Capital Projects	12,000.00	-	12,000.00	-	-	
Special Assessment Projects	Sidewalk Repair	-	-	-	-	-	
Special Assessment Projects	New Streets - Aidable	-	-	-	-	-	
Special Assessment Projects	New Curb & Gutter	74,432.00	-	74,432.00	-	-	
Special Assessment Projects	New Sidewalk	171,257.00	-	171,257.00	-	-	
Engineering Total		1,914,905.00	236,000.00	2,150,905.00	503,662.14	23.42	

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September 30, 2019

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Funds 100, General Fund; 430, Capital Projects; 432, Special Assessment Projects							
	Function	12/31/2019 Original Budget	Budget Adjustment Increase/ (Decrease)	12/31/2019 Total Budget	09/30/2019 Actual	% of Budget Should be 75	Comment
<u>Public Works</u>							
General Fund	Storage Buildings	28,738.00	24,752.00	53,490.00	35,531.15	66.43	
General Fund	PW Operations	410,767.00	(7,066.00)	403,701.00	266,404.69	65.99	
General Fund	Machinery & Equipment	328,891.00	(3,800.00)	325,091.00	199,525.85	61.38	
General Fund	City Services Facility	131,144.00	200.00	131,344.00	60,003.12	45.68	
							Gas, Diesel, Oil and Grease budget overrun of \$137. Traffic Signal Parts budget overrun of \$1,647. Anticipate being within budget 4th quarter as other line items are under budget.
General Fund	Street Maintenance	306,818.00	18,625.00	325,443.00	247,787.42	76.14	76% is reasonable
General Fund	Alleys	74,111.00	-	74,111.00	29,077.08	39.23	
							\$78K Plow truck purchased. 87% is reasonable.
General Fund	Snow & Ice	294,737.00	86,118.00	380,855.00	331,267.90	86.98	
General Fund	Trees and Brush	69,887.00	-	69,887.00	29,232.09	41.83	
General Fund	Street Lighting	153,545.00	(500.00)	153,045.00	106,591.43	69.65	
General Fund	Parking Lots	30,753.00	-	30,753.00	3,404.94	11.07	
General Fund	Garbage & Refuse	108,350.00	(1,750.00)	106,600.00	75,952.07	71.25	
General Fund	Solid Waste Disposal	213,000.00	550.00	213,550.00	141,759.69	66.38	
							Slight budget overrun with Tires \$105. Other line items are under budget. Anticipate being within budget 4th quarter. 77% is reasonable.
General Fund	Recycling	123,108.00	-	123,108.00	95,372.14	77.47	
General Fund	Weeds	10,143.00	66.00	10,209.00	5,698.02	55.81	
General Fund	Compost	40,285.00	-	40,285.00	18,881.36	46.87	
Capital Projects	PW-Machinery & Equipment	92,900.00	-	92,900.00	92,900.00	100.00	Skid steers purchased. 100% is reasonable.
Capital Projects	City Services Center	-	-	-	-	-	
Capital Projects	Street Maintenance	-	-	-	-	-	
Capital Projects	Street Maintenance	-	-	-	-	-	
Capital Projects	Parking Lots	-	-	-	-	-	
General Fund	Transfer to Capital Funds	100,000.00	-	100,000.00	-	-	
	Public Works Total	2,517,177.00	117,195.00	2,634,372.00	1,739,388.95	66.03	
<u>Library</u>							
General Fund	Library	936,800.00	-	936,800.00	682,971.67	72.90	
	Library Total	936,800.00	-	936,800.00	682,971.67	72.90	

City of Baraboo
3rd Quarter Financial Report
September 30, 2019

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Funds 100, General Fund; 430, Capital Projects; 432, Special Assessment Projects			Budget Adjustment Increase/ (Decrease)				
		12/31/2019 Original Budget		12/31/2019 Total Budget	09/30/2019 Actual	% of Budget Should be 75	Comment
Function							
<u>Parks</u>							
General Fund	ROW - Trees	102,502.00	4,062.00	106,564.00	78,892.59	74.03	
General Fund	Civic Center	287,537.00	16,413.00	303,950.00	197,506.41	64.98	
General Fund	Parks	611,833.00	(13,300.00)	598,533.00	391,812.84	65.46	
General Fund	Zoo	258,307.00	9,800.00	268,107.00	171,417.14	63.94	
General Fund	Forestry	102,613.00	50.00	102,663.00	76,973.76	74.98	
Capital Projects	Civic Center	-	-	-	-	-	
Capital Projects	Parks	198,000.00	19,463.00	217,463.00	77,535.60	35.65	
Capital Projects	Zoo	-	-	-	-	-	
Parks Total		1,560,792.00	36,488.00	1,597,280.00	994,138.34	62.24	
<u>Recreation</u>							
General Fund	Recreation	172,330.00	(50.00)	172,280.00	110,599.09	64.20	
General Fund	Pool	112,105.00	6,923.00	119,028.00	88,982.01	74.76	
							Skating rink payroll January - March. If activity occurs for December this year, this budget may go over by roughly \$200.
General Fund	Winter Recreation	987.00	-	987.00	921.67	93.38	
Capital Projects	Pool	20,000.00	-	20,000.00	14,320.00	71.60	
Recreation Total		305,422.00	6,873.00	312,295.00	214,822.77	68.79	
<u>Community Development Authority</u>							
General Fund	Community Development	662.00	-	662.00	441.40	66.68	
General Fund	BEDC	41,436.00	-	41,436.00	26,139.03	63.08	
General Fund	CDA Accts Receivable	-	-	-	-	-	
Community Development Auth		42,098.00	-	42,098.00	26,580.43	63.14	
Total All		14,908,264.00	465,346.00	15,373,610.00	9,337,958.71	60.74	

Members Present: Petty, Thurow, Sloan

Absent:

Others Present: Mayor Palm, Adm. Geick, E. Truman, B. Zeman, C. Haggard, K. Stieve, J. Bergin, L. Laux, T. Pinion, Dana Sechler, Lacey Steffes, Tim Stieve, Forrest Hartman, Ald. Ellington, Rob Nelson

Call to Order –Ald. Petty called the meeting to order at 6:00 p.m. noting compliance with the Open Meeting Law. Moved by Sloan, seconded by Thurow to approve the minutes of September 24, 2019 and carried unanimously. Moved by Sloan, seconded by Thurow to approve the agenda. Motion carried unanimously.

Action Items

- a) **Accounts Payable** – Moved by Sloan seconded by Thurow to recommend to Council for approval of the accounts payable for **\$523,839.73**. Motion carried unanimously.
- b) **Approve amended contract for Taxi Service to Abby Vans, effective January 1, 2020** C. Haggard explained that the rates approved at the last meeting are adjusted by a decrease of \$.14 per hour. Moved by Sloan, seconded by Thurow to recommend to Council for action. Motion carried unanimously.
- c) **Approve extending Landfill Monitoring Contract with MSA Professional Services, Inc. 2020 through 2022** T. Pinion explained that the City has owned this landfill for a long time; it was closed in 1976. Since 1983 we have been required to monitor the landfill. Historically, we have contracted with MSA for this service, the most recent contract to expire 12/31/2019. The new contract represents about an average of 3% per year increase over the last contract. Moved by Sloan, seconded by Thurow to recommend to Council for action. Motion carried unanimously.
- d) **Authorize the Mayor and City Clerk to award and execute a contract for the position of City Administrator** Presented tonight for approval is a draft agreement between the City of Baraboo and applicant Kennie Downing. Atty. Truman noted that the draft agreement includes a salary of \$110,000 per year, benefits pursuant to the Employee Handbook, and reimbursement of moving expenses not to exceed \$10,000. Moved by Sloan, seconded by Thurow to recommend to Council for action. Motion carried unanimously.
- e) **Approve a gift of \$2,500,000 from an anonymous donor to the Baraboo Public Library, conditioned upon the name change of Library to the Carnegie-Memorial Public Library** J. Bergin explained that this donation was presented by Library Board member Forest Hartman with the stipulation that the library name be changed. The Library Board did accept this donation at their September 17th meeting. The stipulation also includes approval from the City Council to the name change. Atty. Truman clarifies that this is a donation given to the Library, not the City. Because there are no other conditions or terms on this, the Library does have the ability to follow their own policies. Ald. Thurow believes that with this donation, the name should stay forever. J. Bergin notes that she is pleased that the donor wants to include “Carnegie” and honor that name. Ald. Petty notes that this is a very generous gift to the Library and will allow the library board to move forward on the expansion and renovation; he is very appreciative of the gesture and interest in improving the community. Moved by Sloan, seconded by Thurow to recommend to Council for action. Motion carried unanimously.
- f) **Amend \$2.08 of the City Code to increase Alderperson’s monthly salary from \$300/mo to \$400/mo.** The Committee reviewed the two options for amending this Ordinance. Moved by Sloan to approve amending the ordinance to an Alderperson’s salary of \$400 per month, seconded by Petty and recommended to Council for action. Motion carried unanimously.
- g) **Review the 2020 Baraboo District Ambulance Service tax levy \$360,690.00** Ald. Petty noted that the increase came about at the commission level because they have struggled with being able to place money in a reserve account; they have found themselves at the low end of a cash flow issue. The increase is two-fold: cover the cost of the Baraboo District Ambulance service and place some money in a reserve account for vehicles, and have an undesignated fund balance accessible for emergency services. Chief D. Sechler explained that the increase to \$30 per capita is a compromise of possible budget scenarios. Ald. Sloan noted that they have always tried to run a tight budget, as even as possible but this year it did not work out. The increase will allow a little cushion and not looking at the possibility of borrowing money. Mayor Palm noted that every department within the City has had to reduce their budget, some considerably. The extra \$3 per capita puts more back on the City; money they have already fought to take off the budget. He can’t support the \$3 per capita while other departments are taking significant cuts. Ald. Petty noted that while he understands the Mayors concerns, the ambulance has really tried to minimize their increases but are now at a position where

they are playing catch-up. All of the representatives from the City voted in favor of the increase. Chief D. Sechler noted that the following budget concerns: the average time for billing is now about 5 days, the 2020 budget includes a cost of living for the ambulance staff of 3%, and at this time, the line of credit has been established but not utilized. C. Haggard noted that based on the budget numbers provided, she believes there is room to adjust the 2020 budget numbers. Ald. Petty stated that the budget has been discussed quite a bit by the Commission and he agrees with the budget as presented. Moved by Sloan, seconded by Thurow to recommend to Council for action. Motion carried unanimously.

- h) **Authorize the Mayor and City Clerk to execute a Pre-Development Agreement with Three Amigos Property Management, LLC. For a proposed 64-unit luxury apartment complex at 325 Lynn Street T.** Pinion noted that this is the second developer for this property. Because the property is located in a TID District, it's customary for the City to provide some sort of developing incentive; Three Amigos is looking for approximately 20% of the \$5M as incentive. This pre-development agreement will preserve their interest in the project while they invest real money. Moved by Sloan, seconded by Thurow to recommend to Council for action. Motion carried unanimously.

Informational Items

City Attorney's report on insurance claims:

- Denial – Jennifer Stulo filed a claim for \$500 for damage to her vehicle due to alleged improper grading of the bottom of her driveway.

Adjournment – Moved by Sloan, seconded by Thurow and carried to adjourn at 6:46pm.

Brenda Zeman, City Clerk

Present: Alderpersons John Alt, John Ellington and Heather Kierzek
Absent: None
Also Present: Mayor, Mike Palm; City Attorney, Emily Truman, Finance Director, Cynthia Haggard and City Clerk, Brenda Zeman.
Citizen Present: None

The meeting was called to order by Chairman John Alt at 8:15AM CDT., with roll call and noting compliance with the Open Meetings Law.

Moved by Kierzek to approve the amended minutes of September 5, 2019, seconded by Ellington and unanimously carried.

Motion by Kierzek to approve amended agenda, seconded by Ellington and unanimously carried.

Review and recommendation to the Council – Picnic Liquor Licenses.

Motion to recommend to approve and move on to Council the Downtown Baraboo, Inc. and Friends of the Baraboo Zoo liquor license by Kierzek, seconded by Ellington and unanimously carried.

Consider Operator's Licenses

Motion to approve and move on to Council new licenses for Kristin Calkins; Heather Statz; Brandy Storandt; Alyssa Lokken; Matthew Knapton; Rhiannon Wilks; James Greenwood and Donna Zant by Ellington, seconded by Kierzek and unanimously carried.

Motion to approve and move on to Council renewal licenses for Megan Miller; Lynsey Ragenoski and Jami Olson by Kierzek, seconded by Ellington and unanimously carried.

Motion to approve and move on to Council temporary licenses for Emily Edge, Rogues & Ruffians Renaissance Faire; Richard Tullis, Rogues & Ruffians Renaissance Faire; Samantha Brunker, Wine Walk; Tiffany Opperman, Wine Walk; Elizabeth Hansen, Wine Walk; Amy Millie, Wine Walk; Karmen Lindner, Wine Walk by Ellington, seconded by Kierzek and unanimously carried.

Member comments

The next meeting will be November 4, 2019 at 8:15AM. Meeting location will be 101 South Boulevard. Moved by Kierzek, seconded by Ellington and unanimously carried.

Motion to adjourn by Kierzek, seconded by Ellington and unanimously carried. Meeting adjourned at 8:21AM CDT.

Respectfully submitted,
Cynthia Haggard, Finance Director

UW-BARABOO / SAUK COUNTY CAMPUS COMMISSION MINUTES

UW-Baraboo/Sauk County Campus, Executive Dining Room

Baraboo, Wisconsin

Thursday, September 19, 2019

Members present: Phil Wedekind, Alene Bolin, Tom Geimer, Tom Kolb, Bryant Hazard, Ed Geick, and Scott Von Asten

Members Absent: Cynthia Haggard

Others Present: Ed Janairo, Peter Vedro, Jesse Arias, John Christensen, Mike Compton, David Olson, and Mike Palm.

Chair Wedekind called the meeting to order at 8:00 a.m. and Compliance with the Open Meeting Law was verified.

MOTION (Kolb/Geick) adopt the agenda. Motion carried unanimously.

MOTION (Hazard/Geick) to approve the minutes of the regular meeting on August 15, 2019. Motion carried unanimously.

Public Comment: None.

Communications: None.

Facilities planning and maintenance report:

Arias, Facilities Director gave the committee an update on proposed projects (report attached).

Financial report and approval of vouchers.

Report given by Ed Geick.

MOTION (Kolb/Bolin) to approve the bills in the amount of \$38,500.65. Motion carried unanimously.

Sauk County outside agency request.

Discussion was had.

Discussion and possible approval of detailed 2020 budget.

MOTION (Geick/Kolb) to approve 2020 budget. Motion carried.

Discussion and possible approval of budget amendment for \$15,000.

MOTION (Bolin/Von Asten) to approve budget amendment of \$15,000. Motion carried.

Consideration of amendment of the bylaws for the University of Wisconsin Baraboo/Sauk County Campus Commission Article 3 Section 1 to remove the requirement that the public member be outside the City of Baraboo.

MOTION (Kolb/Von Asten) to postpone until September 2020.

Discussion of Tom Geimer replacement.

Consideration of citizen member. Introductions, questions, with possible candidates will be placed on October 2020 agenda. Ed will make arrangements.



BID Parking Committee Meeting Minutes

Date: 9-17-2019

Location: The Jewelers Edge

Members in Attendance: Sarah Fay, Sheila Byberg

The meeting was called to order at 9:10am and noted compliance with the open meeting law

A motion was made by Byberg, seconded by Fay and unanimously carried to approve the minutes from 3-19-2019

A motion was made by Byberg, seconded by Fay to approve the agenda as presented

2020 Budget Review

The budget was presented by Fay and reviewed. The \$1500.00 budget amount was found to be satisfactory to meet the parking needs

	2020 Budget	
Spring Weed Removal	\$650.00	Williams Lawn Care
Fall Weed Removal	\$650.00	Williams Lawn Care
Reserves	\$200.00	
Total Budget	\$1500.00	

Weed Removal

Fay presented a bid from Williams Lawn Care to the committee. The bid is \$1300.00 per year for spring and fall weed removal/spraying. A motion was made by Byberg and seconded by Fay to accept the bid from Williams Lawn Care. Motion carried

A motion to adjourn was made by Byberg and seconded by Fay at 9:30am

Meeting Minutes**October 3, 2019****I. Call to Meeting to Order and Note Compliance with Open Meeting Law**

Chair John Alt called the meeting to order at 5:30 PM at the Baraboo Municipal Building, room 205, 101 South Blvd., Baraboo, WI. The meeting was noticed in conformance with Wisconsin State Statutes regarding open meetings.

II. Roll Call

Present: Alt, Bowers, Ayar, Johnson, Mueller, Palm, Reppen, Ryan, Taylor, Walczak, Wastlund, White

Absent: Caflisch,

Other: Ed Geick, Patrick Cannon

III. Approve Agenda

Motion to approve the agenda as presented by Taylor and seconded by Bowers.

Aye: All via voice vote

Nay: None

IV. Approve Minutes

Motion to approve the minutes for September 5, 2019 presented by Johnson and seconded by Taylor.

Aye: All via voice vote

Nay: None

V. Public Comment

None

VI. Old Business**a. Updates on Development Activities, Plan Commission and from Commission Members:**

- Mr. Geick reported on the apartment development at 325 Lynn St. and the FY20 Budget preparations.
- Ms. Mueller reported on the Jack Young Middle School renovations. Groundbreaking is expected in mid-March.
- Mr. White that the SCDC is scheduling their Fall Forum for November 7, 2019. The Nov 7 meeting of BEDC is cancelled in order to avoid a conflict.
- Mayor Palm updated on the appointment of new City Administrator Kennie Downing, the Pierce Park donation and the Library addition project.
- Mr. Taylor said that banks headquartered in cities are a big community asset.
- Ms. Ryan updated the committee on their plans for solar panels at their facility.
- Mr. Bowers talked about the new Kwik Trip and there is no update on the old Kwik Trip site. Gander Outdoors has closed.
- Ms. Wastlund updated the committee on CDA's review of housing programs.
- Mr. Johnson expressed concern for how the wet weather was hampering crops.
- Mr. Reppen said that business is good and the County budget process was moving forward.
- Ms. Walczak said she has completed the hospital's budget process. There is a new orthopedic surgeon on staff now too.

VII. New Business**a. Establishing 2020 Goals**

Chairman Alt talked about the need to establish 2020 Goals for the Commission. The current Goals will be sent out to commissioners. Mr. Taylor asked for recommendations from the City.

VII. Update Partner Presentation Schedule

Mr. Bowers indicated that he will be looking to hold a meeting at the Clarion Hotel to see their renovations.

VIII. Commissioner and City Staff comments

Mr. Bowers indicated the Chamber was working on the new branding and signage to go along with it in Baraboo and West Baraboo.

IX. Adjournment

A motion to adjourn the meeting was made at 6:05 pm by Johnson and seconded by Mueller.

Aye: All via voice vote

Nay: None

John Alt
Chairperson

Ed Geick
Recorder